

13th Annual New Partners for Smart Growth Conference
February 13-15, 2014 — Denver, CO

SPEAKER/MODERATOR LOGISTICS — DETAILS & DEADLINES

Please read carefully as the instructions have changed from previous years:

The following are important details and deadlines regarding your participation in the conference and the speaker registration process. Should any of these deadlines not be met, the ability of the LGC to include your information on the web site and in the final conference program will be in jeopardy, as will your ability to attend and participate. Few exceptions will be granted, as the deadlines below correlate with important promotional, printing, Continuing Education applications, and registration deadlines that the LGC must meet.

Quick-Reference Checklist of Deadlines

Task	Due Date
• Speaker Registration (incl. biography and media authorization)	11/24/13
• Special Audio-visual requests made*	11/24/13
• PDF versions of presentations due by	1/31/14

Speaker/Moderator Bios

When registering as a speaker, you will need to provide a 50-word max bio in the online registration system. You will also need to check a box acknowledging that you understand and agree that the LGC may audio and/or video record your session, and that the LGC will be posting PDF files of all PowerPoint presentations given during the conference on the conference web site.

If you determine that you can no longer speak at the event, you must notify the LGC and your session organizer immediately so a replacement speaker can be found. Please refer to the cancellation policies: <http://newpartners.org/registration-scholarships/rates-policies>

Speaker/Moderator Registration

All speakers and moderators must register for the conference using the registration links and access codes provided by the LGC.

Due to severe budget constraints this year, all speakers and moderators will be required to register and pay a significantly reduced fee to participate in the conference. The LGC will provide the necessary registration access codes directly to each speaker/moderator. They MUST use the information that we provide them to register for the conference, and should not distribute the information to others, as each code is unique to each speaker.

Speakers and moderators are offered reduced registration to attend the conference at \$100 for the day they speak (\$199 value), or \$225 for the full conference (early-bird rates are \$350 government/nonprofit or \$400 private sector).

Session Moderators/Facilitators

Moderators and facilitators play a critical role in creating successful sessions. They should have the ability to be effective in this role and an understanding of the issues to be covered in the session

they are participating in. For the New Partners conference program, the Conference Organizers have the following expectation session moderators/facilitators will be able to do the following:

- Make sure that all speakers understand smart growth as it relates to the session topic and can articulate the connections to smart growth – if any speakers have questions about smart growth, please direct them to the Smart Growth Network’s website: <http://www.smartgrowth.org> or the EPA’s Smart Growth website: <http://www.epa.gov/smartgrowth>
- Briefly introduce the session and the topic, and explain the session format to participants
- Briefly introduce each speaker (brief biographies will be provided)
- Keep each speaker to their allotted presentation time (e.g., 15 minutes, 20 minutes)
- Cut speakers off if they run long, so as not to intrude on the next speaker’s presentation time, or the time designated for Q & A
- Be prepared to ask speakers pointed questions about their presentations, time permitting, at the end of the session
- Facilitate fielding questions for speakers from participants, if necessary
- Save each speaker’s presentation in the designated folder on the desktop of the laptop provided in the meeting room
- Coordinate with assigned Room Monitors and/or Volunteers that will be on-hand to provide assistance during the session

Moderators and facilitators are treated as speakers and are required to provide a 50-word biography, as well as register for the conference.

PowerPoint Presentations

If you plan to give a PowerPoint presentation (or presentations) during the conference, you will need to upload a PDF file of your presentation(s) through the online registration system. We ask that you do not delay registering for the conference if your presentation has not been finalized. After your registration is complete, you will be given a link to return to your original registration and add your presentation files at a later date, but no later than **January 31, 2014**. Instructions for how to upload your presentation through the online registration system are included on the speaker registration page within the system. These resources will be posted just prior to the event.

All speakers using PowerPoint will need to include a cover slide that includes both their name and the name of their session. They should also include their first and last name in the name of their PPT file. You may present a Prezi file, but it will need to be submitted in the online system as a PDF. The title of your file should not contain special characters or numeric values. Example:

NPSGSmithJohnStreetSmartsSession.PDF
OneSmartGrowthSessionSmithJohn.PDF

Speakers are still required to bring their PowerPoint presentations on a flash drive to load onto the laptop provided by the conference organizers. Speakers CANNOT use their own laptops for their presentations. All presentations should be PC-compatible, since the provided computers are PCs. If your presentation will be a Prezi file, please note that there will not be Internet access in most of the session meeting rooms. Please set-up your presentation accordingly beforehand.

Audio-Visual Equipment / Internet Access / Room Set-Up

The following audio-visual equipment will be standard in each breakout session or workshop meeting room during the 3-day conference:

- Laptop Computer / PowerPoint Projector (LCD)
- Screen / Podium / Wired Microphones

If you believe additional AV equipment is needed for your session, you will need to request it in advance (by 11/24/13). All requests will be considered but are not guaranteed.

Meeting space at the Hyatt doesn't include Internet access. Unless access to the Internet is critical to your presentation/session, the LGC will not be covering the costs of providing Internet access in all session meeting rooms. If you believe your session must have access to the Internet, you must make this request by 11/24/13.

Nearly all breakout and workshop meeting rooms will be set theatre-style, in order to accommodate as many participants in the room as possible. If you would like to request an alternative room set-up, please contact Michele Warren right away at mkwarren@lgc.org. Special requests will be considered but not all may be accommodated. The deadline to submit your requests for additional AV equipment, Internet access for your session, or a specific room set-up is 11/24/13.

Other Speaker Logistics

The LGC is committed to producing a sustainable event. In our efforts to do so, we will be reproducing only a handful of documents for distribution to participants on-site. We will not be able to reproduce speaker handouts for your session(s). If you would like to copy and bring your own handouts for your session, you are welcome to. Please plan to bring 50-75 copies of any handouts you plan to distribute.

Should you have additional questions, please contact either Michele Warren (mkwarren@lgc.org) or Rachael Ryen (rryen@lgc.org).

We look forward to working with you on finalizing your participation in the final conference program. Thank you!