



Speaker Kit

March 21– 23, 2010
The Del Coronado, San Diego, CA
www.efa10.com

Thank you for your participation in the EFA.10 Conference. **Please review and retain this speaker kit as it provides important information, deadlines, and instructions to assist you in planning a successful presentation.** Please also ensure that all co-presenters receive this information, so that they too will be aware of required action items and deadlines.

We kindly request that the processes and deadlines outlined in this document be strictly adhered to, as this will ensure a successful conference experience for you and your peers attending the conference. Thank you in advance for your cooperation.

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This kit includes the following information:

1. How To Register For The Conference, **(All speakers MUST register)**
2. Presentation Guidelines
3. Presentation Submission Instructions **(Due Wednesday March 10, 2010)**
4. Audio Visual Equipment Details
5. Hotel Booking and Transportation Information
6. Bookstore Survey - Have you authored and/or do you recommend books that you would like to see for sale at EFA.10?

This information can also be accessed online at <http://www.healthdesign.org/education/conf/aging.php>



1. REGISTERING FOR THE CONFERENCE

All speakers must register for the conference.

All conference speakers will receive one complimentary full conference registration. The full conference registration DOES NOT include the extra fee for the Facility Tours. Space on facility tours is limited, so you are encouraged to pre-register as soon as possible.

To Register:

Please click or post this URL in your browser to download a speaker registration form:

<http://www.efa10.com/Speaker-RegForm>

Please fax your completed form to (702) 597.0264. Attention: EFA.10 Desk.

If you have questions regarding your registration please call RHQ Registration at (702) 944-8753 please ask for EFA.10 Desk, or Email: Customercare2@rhq.com

2. PRESENTATION GUIDELINES

- Please plan your presentation so that it fills, but does not exceed the time allotted. Allow a few minutes for questions and answers at the end of the session. When answering questions, please repeat the question before answering to ensure that everyone has heard the question.
- To assist you in designing your presentation to correspond to the general conference theme, an optional EFA.10 PowerPoint Slide Template, will be available for download at <http://www.efa10.com/Template>
- In an effort to be more environmentally conscious, EFA **WILL NOT** be providing hard copy session handouts.
- All conference presentations will be posted in PDF format to a password-protection section of the EFA.10 Website. **Please submit your presentation for inclusion on the EFA website no later than Wednesday, March 10 using the submission instructions provided below.**
- We strongly urge you to submit your presentation and/or other supplementary materials for inclusion on the website, both to give you the opportunity for additional exposure, and to provide attendees with a complete and useful reference source.
- Please keep in mind that attendees who take part in your session, as well as those who may not be present, will have access to the post-conference presentations. In addition to your slides, feel free to submit additional supplementary resources such as diagrams, illustrations, or any other materials you think would be of benefit to attendees.
- By providing your materials for the Website, you consent that the content does not violate or infringe upon any copyright or other proprietary rights, contains no matter which is libelous or otherwise unlawful, or which invades the rights of privacy of any person or party.
- *We understand that some presentations may contain proprietary and/ or copyrighted images and information not permitted for Web distribution. If your presentation contains such images/ information, please submit a revised presentation without that information, or alternate materials that would be of benefit to attendees. At a minimum, please supply a brief presentation description or outline along with your contact information for attendees to reference after the conference should they have questions.*



3. PRESENTATION SUBMISSION INSTRUCTIONS

Deadline: Wednesday, March 10, 2010

- Please save all materials in PDF format prior to submitting.
- PowerPoint presentations should be formatted as 4 color handouts, with 2 slides per page.
- **Please name your file as follows: Session Number, Last Name, Abbreviated Session Title**
(i.e. E01, (Last Name), Mastering EBD Process)

Option A: Presentations 8 MB or less, can be emailed to Julie-lynn Belon@jbelon@vendomegrp.com.

Option B: If your presentation file is over 8 MB, send the file to jbelon@vendomegrp.com through YOU SEND IT, a free file sharing account located at www.yousendit.com.

4. AUDIO VISUAL EQUIPMENT DETAILS

- **Speakers are responsible for bringing their own laptops and wireless remote controllers. Your laptop should be loaded with your presentation, as well as backup copies on CD-Rom or Thumbdrive.**
- All electronic files should be prepared and tested in advance.
- Speakers will be responsible for cueing their slides from the laptop located at or near the podium.
- The standard Audio/Visual set-up in each presentation room is as follows:
 - Podium
 - Podium Microphone
 - LCD Projector (we are providing all cabling to connect to the projector and sound system).
 - Front Projection Screen
 - 2 Wireless Lavalier Lapel Microphones
- If you have any questions or additional AV needs, please contact Michael Goff at 603.836.0332 or mgoff@vendomegrp.com no later than **Wednesday, March 10**. **PLEASE NOTE: Additional A/V requirements other than those listed above will require a fee.**

5. HOTEL BOOKING AND TRANSPORTATION INFORMATION

Hotel Booking: Speakers are responsible for making their own hotel reservations.

Venue: **Hotel del Coronado**
1500 Orange Ave
Coronado, CA 92118
Call 1 800 468 3533
Web: www.hoteldel.com

The EFA.10 Conference Rate for rooms is \$224.00/night +tax and fees. To book your hotel room, call the Hotel del Coronado at 1.800.468.3533 . Please mention you are with the Environments for Aging Conference in order to receive the conference room rate.



Transportation to the Hotel

There are taxis and airport shuttles available.

You can call the shuttle provided by the Hotel Del Coronado - Del Express at 1.888.726.4504..

Driving Directions:

- Exit the airport by turning left onto North Harbor Drive.
- Travel approximately 1.4 miles, and then turn left onto West Grape Street.
- Travel approximately 1/2 mile, and look for the Interstate 5 South on-ramp, accessible from the far- right lane.
- Merge onto Interstate 5 freeway, traveling south.
- Travel approximately three miles (through Downtown San Diego) until you see the California 75 - Coronado Bay Bridge exit, accessible from the far-right lane.
- Merge onto California 75 Coronado Bay Bridge. (No toll is required.)
- After driving over Coronado Bay Bridge, stay to the left on Third Street.
- Travel approximately 0.10 mile on Third Street, and turn left onto Orange Avenue.
- Follow Orange Avenue approximately two miles to the Hotel del Coronado.
- The resort main entrance is just past R. H. Dana Place to the right.

Bookstore Survey

BreakPoint Books & More will be operating an onsite bookstore at the upcoming Environments for Aging.10. As a service to our speakers, we would like to give you the opportunity to offer for sale any book(s) that you have authored, or books that you may refer to/recommend.

Please complete and return the following author profile by **Friday, March 5, 2010**

E-mail to Lucy Mason: lamason1@msn.com

or

Fax: (352) 383-4403



Speaker Name: _____

Phone: _____

Email Address: _____

Have you authored your own book(s)? If so, please complete the following:

<u>Title</u>	<u>ISBN</u>	<u>Publisher</u>	<u>List Price</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: If your book is Self-Published, please use “SP” under publisher. Please include email address so that we can discuss options with Self-Published Authors. Please do not list any outdated or out of print books.

Other Books that will be referenced in your presentation. (Make sure that you only list the books that will be referenced in your session.)

DATE OF PRESENTATION: _____

**Note: This survey does not guarantee books will be in the EFA 10 Bookstore.*