

SPEAKER HOST CONTACT SHEET

Contacting the Speaker(s)

Hello, this is (*your name*). I will be your Speaker Host for the upcoming ADA Annual Session in Hawaii. We will be working together in advance to ensure all details for your presentation have been finalized and on-site to ensure that these arrangements are carried out. I will also have the honor of introducing you to the audience on the day of your course(s). There are a few details about the conference and your presentation I need to discuss with you. Is now a convenient time?

If YES: review the checklist below with the speaker and provide him or her with your complete contact information, including your cell phone number

If NO: schedule a more convenient time to call back for a 5-10 minute conversation

Review the following information with each speaker (you may copy this form as needed):

- Confirm the speaker's hotel accommodations (they are responsible for their own reservations) and on-site arrival date.

Hotel: _____ **Arrival Date:** _____

The speaker may contact Kelly Kranak at the ADA for assistance with accommodations at kranakk@ada.org or (312) 440-2580

- Set-up a time to meet on-site on the date(s) of their course(s) a minimum of 60 minutes prior to the course start time.

Date: _____ **Time:** _____ **Location:** _____

Date: _____ **Time:** _____ **Location:** _____

- EXCHANGE all contact information with the speaker (cell phone, email, etc.)

Preferred number: _____ **Alternate contact number:** _____


On-site number: _____ **Email address:** _____

- Review audio visual requirements. The ADA provides the following equipment and services for each presenter:

- One Lectern with Wired Microphone
- One Wireless Lavalier Microphone
- One Public Address System/Sound Patch to House Sound System
- One PC Computer configured with Monitor, Pentium 4 Processor, 3.2 GHz, 1 GB Ram, Video and Sound Card, Floppy Drive and DVD Rom with Windows XT and Microsoft Office 2008
- One Data/Video Projector with 2000 lumens minimum, XGA compatible
- One Projection Screen (appropriate size for room size - larger rooms may have two)
- Computer Specialist (one per 2 rooms) to provide technical assistance as needed

Requests for additional equipment should have been made through the Speaker Submission Website or with Dawn McEvoy. Any questions regarding AV should be directed to Dawn at mcevoyd@ada.org or (312) 440-7697.

- Review room set up. All lectures are set with standard theater seating unless previous arrangements have been made with Dawn McEvoy. (Education in the Round and Hands-On Workshops utilize alternate room setups.) Please contact Dawn at mcevoyd@ada.org or (312) 440-7697 with any questions.

- Discuss the content of your introduction. Your introduction should take less than one minute (see page 39 of the CLA Manual for suggestions). The speaker's bio is available on-line at www.softconference.com/ada/slist.asp?c=2072 (view courses by speaker, then select a course, then click  next to the speaker's name to expand the biography).

Notes: _____

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Contacting the Room Host(s)

Please refer to your Assignment Sheet for the name of the Room Host working with you. Their contact information will be listed on the enclosed CLA Roster.

Hello, this is (*your name*). I am the Speaker Host for the course you have been assigned to at the upcoming ADA Annual Session in Hawaii. We will be working together during the course. There are a few details about the speaker's presentation I would like to discuss with you. Is now a convenient time?

If YES: review the checklist below with the Room Host and provide him or her with your complete contact information including your cell phone number

If NO: schedule a more convenient time to call back for a 5-10 minute conversation

Review the following information with the Room Host:

- Course date(s) and time(s)

NOTE: Both the Speaker Host and the Room Host must report to the CLA Office, Hawaii Convention Center, 3rd floor, room 325A at least 90 minutes prior to the start of your assigned program.

- EXCHANGE all contact information with the Room Host (cell phone, email, etc.)

Preferred number: _____ Alternate contact number: _____

On-site number: _____ Email address: _____

- All approved course materials will have an official cover sheet with the meeting logo. Please do not distribute any course materials without the official cover sheet, unless otherwise noted in your instruction packet the day of the course. Course outlines and course evaluations will be distributed in the room by the Room Monitor.

NOTE: Per the signed speaker agreement, all presentations and course materials must be reviewed and approved by the Council on ADA Sessions prior to Annual Session. The optional course outline is the only material that will be printed and distributed during the course. Speakers may choose to submit additional supplemental course materials that will be available in PDF format for registered course attendees to download from September 14 to October 26, 2009. PDF versions of PowerPoint presentations (as released by the speaker) will be available from October 5 to October 26, 2009.

NOTE: Although a speaker may request a different room setup, all lectures are set with standard theater seating unless previous arrangements have been made with Dawn McEvoy. (Education in the Round and Hands-On Workshops utilize alternate room setups.) Please contact Dawn McEvoy at mcevoyd@ada.org or (312) 440-7697 if there are any questions.