

CONFERENCE LECTURE SERIES

THURSDAY, AUGUST 10TH, PALMER EVENTS CENTER

ON THE DAY OF THE EVENT

- Directions and parking
 - Use 900 Barton Springs Rd. You can use this [link to an interactive map](#).
 - Print the attached “Parking Voucher”, and be sure to bring a printed copy with you to gain free access to the parking garage. Otherwise, you’ll pay \$8 for parking for the day.
 - Even though the lectures don’t begin until 1:00pm, you may wish to arrive and sign in at the registration table at 10:30am to be available as the Award Banquet attendees begin arriving and walk past your lecture room sponsorship table in the upstairs corridor.
- Sign in at the registration table
 - Otherwise, please plan to arrive no later than 12:00 noon. Be sure to stop by the registration table on your way in before you set up to sign-in and pick up your name badge and a program with full details of the event.
 - For security, everyone must wear their name badge at all times.
- Wi-Fi for email, internet, etc.
 - Palmer provides free Wi-Fi (about 2Mbps), adequate for email and web surfing, but not for high-speed requirements such as streaming or applications running in the cloud. And the only high-speed option Palmer offers is wired Wi-Fi, expensive at \$500+.
- Table outside your lecture room
 - You will have a table and two chairs just outside your lecture room where you can place your promotional material. It’s like having a mini-exhibit booth upstairs!
 - This might be a good place to station an associate to greet attendees as they arrive, leaving you time for other duties and networking with your guests.

DUTIES of LECTURE ROOM SPONSORS

- As the sponsoring company, you are responsible for your designated lecture room during the entire conference.
- Please arrive by 12:00 noon; sign in at the registration table and pick up your name badge and event program.
- Make sure the LCD projector is set up and working properly.

Before each lecture begins:

- You will be given a set of table-top name signs for each speaker. Please set out the appropriate signs for each lecture.
- Greet your speaker(s) for each session.
- Place evaluation forms on each chair.

Announcing the lecture:

- Make sure the lecture starts on time (1:00pm and 1:45pm).
- Thank everyone for coming.
- Please silence your cell phone.

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- Announce: “In order to receive continuing education credit for this lecture, you must pick up the Participation Verification Form from me at the end of the lecture to be retained by you until needed for your designation(s) application or renewal. They will not be available after today.”
- Mention the evaluation forms are to help us design next year’s Conference Lecture Series.
- Introduce yourself – give a brief 2-minute pitch about your company and services.
- Introduce the topic and state the names of the speakers. (Topic summaries and speaker biographies are on the website [here](#).)

During the lecture:

- Stand in the back of the room.
- **Please record a head count for each lecture** and give the numbers to me along with the completed evaluations before leaving.
- Provide any assistance the speaker may need during the lecture.
- Give the speaker(s) a 5-minute warning before the end of the lecture.

After the lecture:

- Announce that the next lecture will start in a few minutes so please hold any other questions until after the last lecture period at 2:30pm.
- Remind attendees to fill out their evaluation form and return them to you, or go to the event website and complete it online – we would greatly appreciate their comments and suggestions.
- Please collect all completed evaluations and replace with blank forms for the second lecture period.
- Announce: “See me for your Participation Verification Form for continuing education credit to keep in your file”.
- Tidy the room for the next lecture.

HELP LINES

- Before August 10th
 - Sara Huff - sara@pamcotx.com,
512-745-1508
 - Joe Dunst – caidunst@live.com,
512-858-5228
- On site August 9th and 10th (call or text)
 - Sara Huff – 512-745-1508
 - Joe Dunst – 512-673-6608

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Free Parking Voucher

(Click the image to download a pdf file)

Be sure to print the downloaded Parking Pass pdf file and bring it with you to gain free entrance to the parking garage for free entrance. Otherwise you will pay \$8 for the day.

