

# CONFERENCE LECTURE SERIES

## THURSDAY, AUGUST 10<sup>TH</sup>, PALMER EVENTS CENTER

### Welcome

We are so very pleased to have you as a presenter! Please let us know if there is anything you require. Full details of the event are available on this website:

<http://www.caiaustinevents.org/2017conf&expo>.

### BEFORE THE EVENT

#### **Headshot, Brief Bio and Presentation Summary**

Please send me a headshot and a brief 50-word bio immediately.

#### **Your presentation slides**

If you plan to use a slide presentation, you will need to send a Microsoft PowerPoint copy to [caidunst@live.com](mailto:caidunst@live.com) by July 31<sup>st</sup>, either by email if less than 20Mb, or thumb drive by mail or UPS. Your slides should be set to a 4:3 aspect ratio. If you intend to use handouts, please prepare at least 49 and bring them with you to the event.

### ON THE DAY OF THE EVENT

**Directions and Parking** – Palmer Events Center is located at 900 Barton Springs Rd. You can use this link to an interactive map:

- <http://www.caiaustinevents.org/2017conf&expo/map&directions.html>
- Park in the covered parking garage. Remember to print and bring your “Free Parking Pass” to gain free access to the parking garage. Otherwise, you’ll pay \$8 for parking for the day.

#### **Arrival**

Please arrive by 12:00pm. Stop by the registration table to sign in, pick up your name badge (which must be worn at all times during the day) and event program before you go to your assigned lecture room upstairs. Your lecture room sponsor will be there to welcome you and to help you set up.

#### **Presentation**

We do not have reserved seating at this event; it’s first come, first seated. As such, we can’t say in advance how many people will actually attend your lecture.

Please begin and end your lecture on time. Our intent is to have you deliver an educational message, not a self-promotion. However, you are welcome to share your company and contact information at the end.

#### **Help Lines**

- Before August 10<sup>th</sup>
  - Joe Dunst – [caidunst@live.com](mailto:caidunst@live.com), 512-858-5228
- On site August 10<sup>th</sup> (call or text)
  - Jill Nathman – 512-993-8507
  - 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.

