



## ANNUAL UNIFIED PROGRAM CONFERENCE February 4-7, 2008, Hyatt, Burlingame, San Mateo County SPEAKERS/COORDINATORS INFORMATION SHEET

Please find enclosed a list of topics that you need to know about the Unified Program Annual Conference. For additional questions, call Sheryl Baldwin at the CUPA Office (530)676-0815, Bill Lent at San Mateo County (650)-363-4366, Bill Jones at LA County Fire (323)890-4042 or John Paine at CalEPA (916)327-5092 and we'll ensure that the answers get to you and everyone else. First and foremost, we want to extend our gratitude to all our speakers—the heart of every Unified Program Conference—for your generous contribution of time and effort to Conference 2008!

1. ***Speaker Coordinators*** – We are asking for the Speaker Coordinator to participate at the conference. If you any reason you can't attend the conference please let us know in advance so we can have the contact information for your speaker in case of an emergency. We want to make sure each class speaker is being introduced and a reminder to turn in their evaluations at the end of class is announced. We would also like this to be the time when the speaker is given their speaker gift.
2. ***Speakers Must Be Approved In Advance by CFB Conference Co-Chairs***—This will help the conference run smoothly and enable the CUPA Forum Board (CFB) to control our costs. Each Conference Planning Committee Coordinator is responsible to submit speaker names to the Co-Chairs for approval, and a master list will be prepared for use at the Registration Table at the conference. Any last minute substitutions or other changes **MUST** be coordinated with Bill Lent and/or Bill Jones as soon as possible! Please have your speakers enter their bios on the website at [www.calcupa.net](http://www.calcupa.net).
3. ***Audio Visual Equipment***—We will have 7 sessions (Tracks A-G) going at any one time this year. Microphones, podium, screen, laptop computer, laser pointer and computer projector will be available in each room; overhead transparency projector can be made available on request. If you have a **SPECIAL REQUEST**, such as a slide projector, flip charts, Internet connection, VCR, etc., please call or email Sheryl ([sheryl@ccdeh.com](mailto:sheryl@ccdeh.com)) right away to arrange the details. **THESE ARRANGEMENTS MUST BE MADE by January 4<sup>th</sup>**, in order for the CFB to avoid unnecessary last minute expenditures. Failure to make these arrangements right away means that you will be unlikely to get your request handled at the last minute.
4. ***Setting Up Your Class at the Conference***—Each speaker needs to check in at the Registration Table, Speaker line, before their class. You will be given an information sheet for speakers and an AV person will be available at the hotel to assist you in setting up. The Registration staff will be able to help you get in touch with the AV staff. Arrive early to check out the equipment (before class begins, or on the break of the previous class if your session begins mid-morning or mid-afternoon). We will have the final program available with room name assignments available on the website at [www.calcupa.net](http://www.calcupa.net) by February 7th and you will be able to pick up your Conference packet and Final Program Catalogue that everyone will receive at the Registration table at the hotel.
5. ***Your Presentation and Handouts***—Please bring your own CD with your PowerPoint (or other) presentation (bring a back-up CD in case of failures); and/or your transparencies or

slides; and please bring 150-200 copies of your handouts for your audience. This year we will be giving a 10<sup>th</sup> Anniversary 1K Flash drive as the speaker gift, so you can also use that to download your presentation to use in your classroom. Every year, attendees write in their evaluations that they really prefer to have the handouts or copies of the overheads given to them in the classroom. How many handouts? With over 800 participants (over 1,000 counting speakers and vendors) anticipated for this year's conference; but we can't accurately estimate how many will attend your particular class.

In addition, many attendees take extra sets of handouts for their office or to review before leaving for another class, so you may want to estimate on the high side. We would like to provide your presentation to a wider audience by posting it on the CUPA website. To post your conference handouts and/or presentation, we will be copying your presentation to our flash drive in every meeting room. If you have any questions send them to [Sheryl@ccdeh.com](mailto:Sheryl@ccdeh.com). If you have emergency photocopy needs at the conference, arrange through the staff at the Conference Registration Table.

6. **Meals and Accommodations**—Any speaker who wishes to attend the CUPA conference on other days besides the day(s) when you are speaking must register for the conference, at a cost of \$125 per day for a single day, or by purchasing a full registration package (see [www.calcupa.net](http://www.calcupa.net) for conference registration information. This is because several expensive meals and other items are included in the cost of the registration. If you are only teaching on one day and don't want to register for the conference, you may obtain a free meal ticket for the luncheon on the day you are speaking. This will be handled when you check in at the Speaker Registration table/speaker line.

You are invited to join us for our **Welcome Reception** on Tuesday from 5-6:30pm and at the **Vendor-Sponsored Reception** with hors d'oeuvres, no-host bar, and entertainment beginning at 5 p.m. on Wednesday evening. Hotel reservations must be reserved directly at the Hyatt by calling 650-347-1234 under the CAL CUPA block. Check the website for map and directions to the Hyatt, including transportation options and program agenda.

7. **Location & Parking**—A map is posted on the website to assist you in finding the Hyatt, Burlingame, South San Francisco in San Mateo County. The San Francisco Airport is the closest Airport only two miles away and San Jose Airport is twenty miles away. Southwest Airlines now flies into the San Francisco Airport. Once inside the hotel, report to the Conference Registration table, Speaker line. Sheryl Baldwin, or others attending the table will provide you with additional information, location of the "speaker green room" how to contact the AV staff, etc. Self-parking for conference attendees is \$12 per day; speakers who need complimentary parking on the day they speak should speak to the Registration staff.
8. **Speaker Information**—We are compiling a speaker list for the conference, with brief biographies and contact information (see the CUPA website for links to the biography form for you to complete). This will be printed on January 31<sup>st</sup>. This is where we are printing the name badges and meal tickets from, so please make sure your speaker is listed on the website.
9. **Class Evaluations**—We have an evaluation form for participants to complete after each class. The CUPA Forum Board requests that you announce the evaluation procedure before and after your presentation, as attendee input is crucial to planning the annual conference.

Get back to us after the conference if you would like copies of the evaluation results from your class, for your own use.

We hope this addresses most of your questions. On behalf of the CUPA Forum Board and the State Agency conference sponsors, we sincerely wish to thank you for volunteering your time and expertise to be present at the 2008 Unified Program Conference!

***Please complete the speaker biography questionnaire, which is available on the website, to assist us with collecting the speakers' data. We will use this information to compile the speaker list and name badges. Go to [www.calcupa.net](http://www.calcupa.net), Conference Center, 2008, Submit Speaker Bios (bottom of page). Thank you.***