

Speaker Update #3 March 11, 2009

Dear Conference Speaker,

The AOTA Annual Conference & Expo is only six weeks away. Below is a checklist that will help you prepare for your presentation. Also, be sure to share this information with your co-presenter(s).

1. **Speaker Information**, including the *Presenters' Handbook*, can be found on the AOTA Web site at <http://www.aota.org/ConfandEvents/Conf/SpeakerUpdates.aspx> **Copies of all previous Speaker correspondence is posted on this page.**

2. **Poster Presenters:** the Poster Boards are 4' x 8.' Please make sure you bring your own push pins. There is more information about Poster Presentations on page 10 of the *Presenters' Handbook* at <http://www.aota.org/DocumentVault/2009Conference/Handbook.aspx>

In addition, there are sample Posters on the Speakers Page at <http://www.aota.org/ConfandEvents/Conf/SpeakerUpdates.aspx>

Remember, as a Poster presenter, you are entitled to the Speaker discount.

3. **Handouts:** By now, you should have received an e-mail message from AVMG, AOTA's AV vendor, about uploading your handouts to make available to the attendees. As a reminder, AOTA will only reimburse Institute speakers for printed handouts. All other handouts need to be posted on the Conference Web site. You DO NOT need to provide handouts for your educational session. Although encouraged, it is not required. You have until **March 29th** to upload any handouts as the site will go live on **April 6th for the attendees.** You will have the opportunity to upload your handouts after the March 29th deadline - and AVMG will refresh the Web site twice a week. The handouts will be available for all attendees for one month after Conference. **If you did not get the handout e-mail from AVMG - please let us know at conference@aota.org**

Each presenter is limited to the following number of handouts:

- Workshops - up to 10 pages each
- Short Courses/Research Platforms - up to 5 pages each
- Research Papers/Posters - up to 2 pages each

It is your responsibility - as the primary presenter - to upload all handouts for your session.

4. **Speaker Concierge:** A laptop computer, monitor, LCD projector, screen, and VHS player will be available for previewing your presentation in the Speaker Concierge Room at the George R. Brown Convention Center in room 350A and at the Hilton Americas in room 344AB.

Date	Hours
Wednesday, April 22	10:00 a.m.–7:00 p.m.
Thursday, April 23	7:00 a.m.–8:30 p.m.
Friday, April 24	7:00 a.m.–6:00 p.m.
Saturday, April 25	7:00 a.m.–6:00 p.m.
Sunday, April 26	7:00 a.m.–12:00 p.m.

You will be receiving a separate e-mail from AVMG, after April 1st, explaining how you can download your presentation ahead of time so it is available for you to review when you arrive in Houston. This DOES NOT apply to Poster sessions.

As always, if you have any questions please send them to conference@aota.org Thank you for supporting AOTA's 89th Annual Conference & Expo.

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Conference & Conclave Program Director