

Speaker Update #2
February 9, 2009

Dear Speaker - Only 11 weeks remain until the AOTA Annual Conference & Expo in Houston, TX. Advance registration is doing well. As the primary speaker, please share this message with your co-presenters. Complete speaker information can be found on the Speaker Information page of the AOTA Web site at <http://www.aota.org/ConfandEvents/Conf/SpeakerUpdates.aspx>.

Several reminders:

1. All speakers must register for Conference. **Early Registration closes on February 25th.** This is the best rate.
2. Please remember to check in at the Speakers Desk in the Registration area of the George R. Brown Convention Center. The hours will be:
Wednesday, April 22 – 10:00 am-7:00 pm
Thursday, April 23 – 7:00 am-8:00 pm
Friday, April 24 – 7:00 am-6:00 pm
Saturday, April 25 – 7:00 am-6:00 pm
Sunday, April 26 – 7:00 am-11:00 am
3. If you, or any of your co-presenters, **have any accessibility needs**, please send your request to accessibilityservices@aota.org by March 27th.
4. The AOTA Presenter's Handbook can be found on the [Speaker Page](#) of the AOTA Web site.
5. As a reminder, AOTA offers all speakers a full complement of audiovisual equipment. All educational session rooms will be equipped with a laptop computer with DVD, screen, LCD projector, wired lavalier, podium microphone, and wired table microphone. If you have any other audiovisual needs please let us know by March 24th by sending your request to conference@aota.org. Please include "AV Request" in the subject line of the e-mail.

Once again this year, AOTA has made arrangements for you to submit your presentation ahead of time to our AV company – **AVMG**. **You will receive a separate e-mail from them explaining the procedure.**

6. **Handouts** - AOTA will only reimburse Institute speakers for printed handouts. All other handouts will need to be posted on the Conference Web site. **You will receive a separate message from AVMG that will explain the process to post your handouts.** You should expect this message sometime this week.

As always, please let us know if you have any questions or concerns to conference@aota.org

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 350 A and at the Hilton Americas in room 344 AB during the following hours:

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.

Frank E. Gainer, MHS, OTR/L, FAOTA
Conference & Conclave Program Director