

Speaker Guidelines

Meeting Rooms - All meeting rooms will be located in the Philadelphia Convention Center (PCC) - **Hall A on the 2nd Level**. Speakers can access assigned meeting rooms at least 30-45 minutes prior to the start of session. When viewing your assigned room in advance, please note equipment will not be placed in the room until right before the session begins. (*Rehearsals can be done in the Speaker Ready Room*).

The Speaker Ready Room – Room 204C is located in the PCC. Speakers will have access from 7:00am on Monday, May 10 – Friday, May 14, 2010. Upon arriving to the Philadelphia Convention Center, speakers must check-in to notify show management of arrival and to pick-up on-site speaker packet including your badge.

Audiovisual – FREEMAN AVW TEL-AV is our official audiovisual company and technicians will be available to assist you prior to your presentation. The standard audiovisual set-up will include: (1) 2000 Lumens LCD Projector with Stand, Wireless Lavalier Microphone*, Wireless Mouse, 7.5x10 Presentation Screen. **Speakers will be responsible for providing their own laptop, pre-loaded with presentation.** * *Hard wired microphones will be provided for panel sessions.*

Dress Code – Business/Business casual attire is required. Your image is essential to a successful presentation. Being well-groomed and clean shows respect for your session participants and will earn you points!

Handouts – All seminar presentations/handouts will be available to registered attendees only via the web site. Access will be password protected and available only to **CONSTRUCT** attendees registered for the education program for a limited time. Presentations and/or handouts must be sent in by **April 12, 2010**.

Presentations - Presentations must be customized using the provided PowerPoint template found on the **Speaker's Corner** home page. CONSTRUCT is a provider for a number of certification programs, therefore handouts and presentations must be free of any self-promotion or product endorsements. Contact information can be included on the last page of your presentation. Please do not send PDF files, documents must be in MS format. ***If your session is already approved for AIA Learning Units, SD and/or HSW credits, we will need a copy of your Form A for our files.**

Room Set – The standard meeting room set will be classroom or theatre style, unless otherwise arranged prior to the show.

Session Introducers – The best introductions are often done by a business acquaintance or someone that knows you personally. Let us know if you would like to recommend someone for your introduction. We will take care of the rest.



IMPORTANT DUE DATES FOR CONSTRUCT 2010!

Friday, November 20, 2009

Fax Signed Speaker Agreement to 972-536-6307
Return W-9 Tax Form* (if applicable)

Monday, April 12, 2010

Email PowerPoint Presentation

ADDITIONAL INFO:

1. You will be responsible for securing your own travel and hotel reservation.
2. Speakers must have their own laptops preloaded with presentation.
3. Arrive at least 45 minutes before the start of your session.
4. All speakers must check in at the Speaker Ready Room (204C in the PCC) to check-in and pick up badges and ribbons.
5. All registration will be done internally for speakers, including complimentary conference registration.
6. You ***must*** select your sessions in advance if you would like to obtain AIA/CES LU or CSI CEN.
7. * If you are a past Hanley Wood and/or CONSTRUCT/TFM Speaker that have completed a W9 form within the last 12 months and no changes to your information, you ***will not*** have to complete another W9 form.

Still Have



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