

Thank you ahead of time for all of your effort, this event could not take place without you sharing your expertise, knowledge and experience at a general session or a workshop. We want to make sure you are well taken care of and that you have a wonderful experience at the conference. That will start with you, if you could take a moment and check this check list, it will be most helpful and appreciated. Thank you, see you soon!

Check List:

Check #1: You have registered as a presenter, co-presenter or speaker before September 21st.

For your convenience:<http://ccfprtconference.weebly.com/registration-2015.html>

Check #2: When you received your presenter confirmation, you double checked your AV requirements and your name on the [attached grid](#) to make sure we got it right (Before the information goes to print).

Check #3: You have confirmed by the grid you received that we got it correct and the AV requirements, workshop title, description and presenter information is all correct. Don't forget to double check the day and time, require monitor, things are apt to have been changed since our last email.

Check #4: Workshop Materials may be sent to us @ccfprtconference@gmail.com by October 21, 2015. Thank you ahead of time for the extra effort, our attendees will appreciate it.

Check #5: Hotel no longer has a conference rate.

Check #6: Business Cards: Don't forget to order your business cards, this is a great place to network and/or socialize.

Check #7: You checked out the presenter and speaker bios, hopefully, we matched the right face and bio, if they were sent to us.<http://ccfprtconference.weebly.com/speakers-and-presenters.html>

Looking forward to seeing and hearing you at the CACFP Lights Camera take ACTION Conference at the Universal Sheraton in less than two months. It's just going to be a great conference and all because of you! Thank you.

In case you forgot, here are some details:

PRESENTER REGISTRATION: CCFP Roundtable offers a generous discounted registration fee of \$120.00 for presenters who wish to attend the event. It is not mandatory that a Presenter attend the event if they chose to teach their workshop and leave. However, it is mandatory that all presenters fill out a registration form for the conference. Co-presenters who wish to attend the event are offered the same discounted registration as a presenter.

WHAT'S INCLUDED?

Your conference registration fee includes a Healthy Start Breakfast and Lunch on Tuesday and a Healthy Start Breakfast on Wednesday! Not to mention 48 of the finest CACFP workshops, 4 General Sessions and speakers that the CACFP Community has to offer. And don't forget the fun.

AUDIO VISUAL EQUIPMENT/ROOM SETUP: Please review the attached workshop grid and confirm that we have your room set up and AV equipment needs correct. If it changes please let us know. All workshop rooms will be in theater style unless otherwise noted and will include an LCD projector with screen and 1 flip

chart with markers & paper upon request. Sound: We will provide a microphone in rooms that hold 50 or more attendees.

HANDOUTS: Please plan to bring adequate quantities of any of the materials you will hand out. The workshop grid shows the maximum capacity of each room but it is difficult for us to predict how many conferees will attend each workshop. If you are in a room for 150 you most likely will not need that many but if you are in a room for 60 it is plausible you could. We are going to make available online the handouts/PowerPoints from the workshops, in case you run out. To facilitate that process we ask that you please email them to ccfprtconference@gmail.com as soon as possible, ***but not later than October 21st.***

CHECK IN-At the conference, remember to check in at the Registration desk at least 30 minutes prior to your presentation to pick up a name badge and other helpful information.

Hotel Registration: <http://bit.ly/1Kd9Kj9>

[Presenter Workshop AV Grid Final.docx](#)

DELIVERIES: Exhibitors wishing to send materials to the hotel must follow these guidelines:

- ◆ The hotel charges for package handling. We will pay up \$5 fee for your first 0-5 pound package (heavier packages are more). Charges for additional packages will be billed after the conference.
- ◆ Packages may not arrive earlier than 3 business days prior to your arrival date.
- ◆ Packages must be marked as follows:

NAME (of person picking up boxes)

Child Care Food Program Roundtable Conference

c/o Sheraton Universal Hotel

333 Universal Hollywood Drive, Universal City, CA 91608

HOLD for ARRIVAL - Date

Box X of Y (multiple boxes must be numbered)

Ruth Johnson, Convention Services Mgr.

Include your RETURN ADDRESS