

# Technical Workshop Update 2005

Regarding the Academy Annual Meeting March 16-19 in Orlando

as of February 3, 2005

## Technical Workshop Check List

As you prepare to make final preparations for the Academy/ACPOC Annual Meeting, I wanted to provide you with some additional information and reminders regarding sponsoring a Technical Workshop.

### Shipping

WE RECOMMEND THAT YOU SHIP YOUR TECHNICAL WORKSHOP MATERIALS C/O FREEMAN AS OUTLINED IN THE QUICK FACTS INFORMATION IN THE EXHIBITOR SERVICE KIT.

- Freeman Decorating will accept crated, boxed or skidded materials beginning Monday, February 14, 2005. To avoid after deadline charges, materials must arrive by Thursday, March 10, 2005.
- Indicate the Name of your company, label your box **Technical Workshop Materials**.

### Pick Up Workshop Materials

If your booth/table is located in halls J, and K you may pick up your Technical Workshop Materials in the Exhibit Hall Tuesday, from 2pm – 6pm. If your booth/table is located in Hall H, you may pick up your Technical Workshop materials, Wednesday from 10am – NOON in the Exhibit Hall. Remember to pack your Technical Workshop materials separately from your booth materials.

### Room Set Up and Audiovisual

Please note the attached listing of Technical Workshop sponsors and meeting room assignments. The room will be **set theater style**. Each room will be equipped with one podium and podium mic. Attached is a Technical Workshop Audiovisual Request Form if you would like to rent additional equipment. Please send your audiovisual request form to Audio Visual Associates, and fax a copy of your request to Cindy DeClark at (703) 644-5439.

### Technical Workshop Room Assignments

Please refer to the attached information highlighting all Technical Workshops, titles, descriptions, room assignments and time slots.

### Credits

Those Academy attendees who have elected to attend your workshop will receive 3.75 credits. Their badges will be scanned prior to entering your workshop. No formal sign in lists are required.

### Registration -

If you would like to register your speaker, visit our Website at [www.oandp.org](http://www.oandp.org). For your convenience, the Academy will open registration Tuesday from 3- 5pm for exhibitors and workshop sponsors. Speakers are not required to register for the meeting. However, they will not receive an official Academy badge, since the badge is considered a ticket into many Academy functions.

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### Technical Workshops Schedule at A Glance

Tier #1 8:30am – 12:30pm

10:15am – 10:30am Refreshment Break (Fiesta and Coronado Hallway)

12:30pm – 1:30pm Lunch on Own

Tier #2 1:30pm – 5:30pm

2:15pm – 2:30pm Refreshment Break (Fiesta and Coronado Hallway)

**Promote Your Workshop!** 2004 Annual Meeting attendee lists are available upon request. Simply e-mail Cindy DeClark at [eventcindy@aol.com](mailto:eventcindy@aol.com) to receive last years attendee list.

Questions call Cindy DeClark at (703) 644-5593