



Educators CONNECT for SUCCESS Conference

PRESENTER FAQs

ADDRESS OR CO-PRESENTER CHANGES

Adding, removing, or changing co-presenters? Updating or changing your address? Please be sure to keep us informed of any changes in your information. All changes must be submitted in writing by Friday April 6, 2018 via e-mail to cfs@bfk.org. After April 6 we may not be able to make changes to the printed program, but will adjust conference signage, etc. to reflect changes if possible.

DO ALL PRESENTERS NEED TO REGISTER?

Yes, all presenters—including co-presenters, teams, and panelists—must register to attend by March 21, 2018. Please use the code provided to you via e-mail to receive the discounted presenter rate of \$300. This code may be used for **up to three presenters per presentation**.

WHEN WILL I GET MY ROOM ASSIGNMENT?

All presenters will receive their presentation date, room, and time assignments by May 8, 2018.

ROOM SET-UP

To ensure ample seating for all our attendees, rooms are set in a variety of formations, including theater, classroom, and banquet seating.

ROOM CAPACITY

Room capacities vary from 24–150 people. Since pre-registration for individual sessions is not required, we cannot estimate actual attendance. You will be provided with the details of your room assignment prior to the event.

SET-UP AND A/V TECHNICIANS

Each room is set up with A/V equipment and complimentary Wi-Fi; however, you will need to **bring and use your own laptop**. A/V technicians will be on site to provide troubleshooting assistance.

QUESTIONS?

Please contact us at cfs@bfk.org or call (614) 481-3141.

WILL YOU DISTRIBUTE ALL THE INFORMATION TO MY CO-PRESENTERS?

No. It is the main presenter's responsibility to communicate all conference information to all co-presenters in a timely manner. We will only send presenter communications to the main presenter's e-mail address listed on your proposal submission form.

DO I NEED TO PROVIDE MY OWN HANDOUTS?

To save you time and money, we suggest that instead of providing hard copies of your presentation materials to attendees, please e-mail your materials to Kara Adkins at kadkins@bfk.org. Materials will be posted on DoubleDutch, our event app, and will be made accessible to conference attendees. Of course, if your presentation requires attendees to use a particular document during the session, please plan to bring your own copies to distribute.

WHAT HOTELS ARE LOCATED NEAR THE CONFERENCE SITE?

If you plan to stay overnight, we encourage you to take advantage of the special conference rate at this year's venue, Hilton Columbus/Polaris. A limited number of rooms are available so please book a room at your earliest convenience. For the hotel's special rate, visit the attendee section of the [conference website](#). Reservations are available on a first come, first serve basis.

IF I'M DRIVING TO THE CONFERENCE, WHERE SHOULD I PARK?

Free parking is available at the conference venue, the Hilton Columbus/Polaris. For driving directions to the hotel, [click here](#).

WHAT DO I DO WHEN I ARRIVE AT THE CONFERENCE?

Presenters and co-presenters should check in at the presenter registration table in the registration area. Registration begins on Tuesday, June 19 at 7:30 a.m., and someone will be available at the registration area throughout the remainder of the event to provide assistance as needed.