

Moderator Information

Moderator invitation letters were sent the week of March 6, 2006

CSTE moderators are responsible for assisting with the following for their session:

- Contacting session speakers and coordinating presentation(s). Speakers should format their PowerPoint presentation on a flash drive and bring it to the session. Please do not forward presentations to the CSTE National Office. We encourage speakers to bring copies of their presentation as handouts, but they are not required. CSTE does not collect presentations for post-conference display;
- Managing session time by calling the session to order as scheduled, introducing speakers, limiting speaker presentation to allotted time and allowing time for questions and answers;
- Managing session audiovisual needs by ensuring presentation format is consistent with audiovisual equipment available: laptop computer, LCD panel, overhead projector and slide projector. Technical assistance with equipment will be available onsite. CSTE does not provide Internet access in meeting rooms; and
- Distributing session evaluations at the close of the session. Evaluation forms will be provided by the CSTE National Office on-site.

All speakers and moderators are required to pay applicable registration fees. CSTE does not provide a travel allowance.

Speaker Information

Speaker invitation letters were sent the week of March 6, 2006

Breakout Speaker Guidelines:

- Questions regarding your presentation topic, time allotment, or general content information for your session should be directed to your session moderator. Information regarding your moderator's name and email address was provided on the invitation letters.
- Breakout sessions will have audiovisual equipment available, which consist of a laptop computer, LCD panel, overhead projector, slide projector and screen. CSTE does not provided Internet access in meeting rooms.
- Please format your presentation on a flash drive and bring it to your session. We also encourage you to provide copies of your presentation as handouts during the session, however it is not required. CSTE does not provide expense reimbursement for presentation copies. Please do not ship copies of your presentation to the CSTE National Office or to the attention of a CSTE Staff member at the conference hotel.

All speakers are required to pay applicable registration fee. CSTE does not provide a travel allowance.

Audiovisual Equipment Available

The following equipment will be available during breakout sessions:

- One Laptop Computer
- One LCD Projector
- One Slide Projector
- One Overhead Projector
- One Flip Chart with Markers (for appropriate room size)
- Sound Equipment for appropriate room size

No audiovisual equipment is available during roundtable or poster discussions.
No telephone or Internet connections are provided for any session format.