

**SUBJECT: Hand-Carried Materials for CA Charter Schools Conference Presenters**

Thank you for agreeing to present a session at the 19th Annual California Charter Schools Conference.

Below are instruction regarding how to mail presentation materials/handouts to the California Charter Schools Conference. January 27th is the first day that shipments will be accepted. To view this information online and to download PDFs of the shipping labels, please visit [http://charterconference.org/CACharter/2012/presenters/speaker\\_info.php](http://charterconference.org/CACharter/2012/presenters/speaker_info.php) and see Shipping and Hand Delivery Instructions. See Hard Copy Handouts for room capacities.

Due to the size of the Sacramento Convention Center and the number of other shipments, your shipment must go through the decorator- NexxtShow. You cannot ship directly to the convention center. NexxtShow must receive your shipment in their warehouse between January 27 and February 21, 2012 in order for it to be transported to the convention center. Otherwise, please plan to hand-carry your materials with you to the conference.

**HAND-CARRIED INSTRUCTIONS:**

If you plan to hand-carry your materials to the conference, you can still have your materials delivered to your presentation room (for breakout sessions only) or held at Registration for you to pick-up at your convenience. Session handouts may be dropped off at the Creative Solutions counter at Registration after 2 pm, Monday, February 27th. If your presentation takes place prior to this time, please plan to bring your session materials with you to your session.

Please label your box(es) as follows:

To "CA CHARTER CONFERENCE 2012 Show Mgmt: Session Materials"
Presentation Day:
Start Time:
Location:
Session Title:
Presenter Name:
Presenter cell phone number:
Box # ____ of # ____

If you are planning to hand-carry your materials to the event but would like to store them with us during the event, please let us know so we can plan space accordingly. Please visit the submission login at: [http://charterconference.org/CACharter/FORMS/CFP/cfp\\_login.php?formid=2402997](http://charterconference.org/CACharter/FORMS/CFP/cfp_login.php?formid=2402997). You will reaccess the submission system with your email and password. Click on the title of your presentation, then [edit this section] for the Materials Shipping/Delivery page.

OR you can e-mail the following to [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu) with the subject line "Session Material Delivery:"

1. Name of individual responsible for carrying materials
2. Phone number of person responsible
3. Email address of person responsible
4. Presenter(s)' name(s) – if different than who is delivering materials
5. Onsite cell phone number of presenter(s)
6. Description of hand-carried materials
7. Number of boxes

If you have any questions about your presentation, please e-mail [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu).

We look forward to seeing you in Sacramento!