

Subject: Your Presentation for the CA Charter Schools Conference

We are pleased to inform you that the exhibit hall mini-presentation you submitted for the 17th Annual California Charter Schools Conference has been accepted. The 17th Annual California Charter Schools Conference will be held Monday, March 1 to Thursday, March 4, 2010 at the Sacramento Convention Center.

**During the Call for Presentations, we described Exhibit Hall Mini-Presentations as being 10 minutes long. We have decided to expand these sessions to 20 minutes long.**

These 20-minute product presentations combined with raffle prizes offered as an incentive to drive audience participation. These mini-presentations will be scheduled in the exhibit hall during exclusive exhibit hall hours. Selected exhibitors must provide raffle prizes with a value of at least \$250.

**This is a brand-new session type for our conference. We appreciate your willingness to take part in these new sessions.**

Please make sure to read this e-mail in its entirety as there are specific steps you must take in order to confirm that you will present your session. If you do not confirm the session, it will not be placed in our final printed program. To view this information online, visit [http://www.charterconference.org/speaker\\_info.php](http://www.charterconference.org/speaker_info.php)

**It is your responsibility to bring your raffle prize to the event. You may NOT change your raffle prize after you have confirmed your session. Your raffle prize will appear in the program along with your session description.**

SPECIFIC INFORMATION ABOUT YOUR PRESENTATION:

Session ID  
Session Title  
Presenter(s)  
Strand  
Date Scheduled  
Time Scheduled  
Location  
Raffle Prize you listed

CONFIRMATION:

In order for your session to be placed in our printed program and officially scheduled, you must confirm that you will attend the conference and present this session. If you have several presenters, only one presenter needs to confirm for your presentation group.

The deadline to confirm is Friday, December 18, 2009.

To confirm, please visit the submission login at:

[http://center.uoregon.edu/conferences/CASCharter/FORMS/CFP/cfp\\_login.php?formid=1343571](http://center.uoregon.edu/conferences/CASCharter/FORMS/CFP/cfp_login.php?formid=1343571)

You will reaccess the submission system with your email and password. Click on the Presentation Agreement Form to confirm.

You may also edit your proposal. Please be sure to double-check spelling of the title and description: this will be listed online as well as in the printed program. Please also spell out any acronyms you may have used (for example: "No Child Left Behind" instead of "NCLB"). You must complete all changes by January 6, 2010.

You will also be able to upload your presentation materials, and attendees will be able to find session handouts in the Breakout Sessions program search on the Conference website for download.

If you have any questions about your session, problems with the scheduled time, or wish to cancel your session, please e-mail [chartercfp@continue.uoregon.edu](mailto:chartercfp@continue.uoregon.edu).

The full schedule of breakout sessions is posted on our web site. You will be able to search for your session by your name at <http://www.charterconference.org>.

#### REGISTRATION:

All presenters must be registered for the conference including exhibitors.

If you have not registered, please contact your Booth Manager to facilitate registration.

If you have any questions regarding your registration, please contact [charterconf@continue.uoregon.edu](mailto:charterconf@continue.uoregon.edu).

#### SPEAKER WEBPAGE:

For more information about presentations in general, please visit [http://www.charterconference.org/speaker\\_info.php](http://www.charterconference.org/speaker_info.php).

#### SHIPPING MATERIALS:

Please ship any materials for exhibit hall presentations with your booth and follow advance shipping instructions as provided by Exhibits Management. If you have questions, please contact [cacharterexh@continue.uoregon.edu](mailto:cacharterexh@continue.uoregon.edu).

Thank you for participating as a presenter at the 17th Annual California Charter Schools Conference.

We look forward to seeing you in Sacramento!

Programming Committee  
The 17th Annual California Charter Schools Conference