

ADVANCE SHIPPING INSTRUCTIONS  
FOR PRESENTATION MATERIALS FOR THE 2010 CALIFORNIA  
CHARTER SCHOOL CONFERENCE

If you would like to ship your hard copy handouts to the conference, please follow the advance shipping instructions to make sure your shipment is received on time. Otherwise, please plan to hand-carry your materials.

SHIPPED materials must be received between **February 1 and February 22, 2010**.

ADVANCE SHIPPING address labels must read as follows:  
(Prepare 2 DIFFERENT labels per box. Label top of box, no side labels)

Label 1.

To: CA CHARTER CONFERENCE 2010 Show Mgmt: Session  
Materials  
(Must have this line).

Presentation Day:

Start Time:

Location:

Session Title:

Presenter Name:

Presenter cell phone number:

Box # \_\_\_\_\_ of # \_\_\_\_\_

Label 2.

For: California Charter Schools Conference  
Champion Exposition Services  
YRC  
4200 W. Capital Ave.  
West Sacramento, CA 95691

Please submit the following important information to help us track your shipment in the event that your materials do not arrive on schedule.

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 title of your presentation, then [edit this section] for the Materials Shipping/Delivery page.

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

- 1- name of individual responsible for shipping
- 2- phone number of person responsible
- 3- email address of person responsible
- 4- presenter(s)' name(s)
- 5- onsite cell phone number of presenter(s)
- 6- description of the shipment
- 7- number of boxes
- 8- carrier
- 9- PRO number or shipping ID number
- 10- date of pickup, and scheduled date of delivery
- 11- weight of shipment if known

Shipped materials will be delivered to your room for your convenience, or you can pick up your shipped materials at the Creative Solutions counter at Registration in the Sacramento Convention Center East Lobby after 2 pm Monday, March 1.