

## HAND-CARRIED INSTRUCTIONS FOR PRESENTATION MATERIALS FOR THE 2010 CALIFORNIA CHARTER SCHOOL CONFERENCE

Session handouts may be dropped off for delivery to your presentation room at the Creative Solutions counter at Registration in the Sacramento Convention Center East Lobby after 2 pm, Monday, March 1. 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:

"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 # \_\_\_\_\_

Please submit the following important information to help us plan accordingly.

Please visit the submission login at:

[http://center.uoregon.edu/conferences/CASharter/FORMS/CFP/cfp\\_login.php?formid=1343571](http://center.uoregon.edu/conferences/CASharter/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 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
- 5- onsite cell phone number of presenter(s)
- 6- description of the hand-carried materials
- 7- number of boxes