

**SUBJECT: Important Speaker Reminder: CA Charter School Conference Next Week**

We look forward to seeing you next week at the California Charter Schools Conference at the Sacramento Convention Center. To view general information for speakers online from uploading handouts online to locations for making copies onsite, please visit [http://www.charterconference.org/speaker\\_info.php](http://www.charterconference.org/speaker_info.php)

**SPECIFIC INFORMATION ABOUT YOUR POSTER SESSION:**

Session Title

Presenter(s)

Strand

Date Scheduled

Time Scheduled

Location in the Exhibit Hall

Onsite Contact Person

(to update your onsite contact, please visit the submission login by February 24 at:

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

You will reaccess the submission system with your email and password)

**SHIPPED MATERIALS:**

If you have shipped materials but have not submitted information, please see [http://www.charterconference.org/speaker\\_info.php#Shipping](http://www.charterconference.org/speaker_info.php#Shipping) and refer to the tracking information that we would like to see.

Shipped materials will be delivered to your poster area 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.

If you hand-carry session materials, these may be dropped off for delivery to your poster area at the Creative Solutions counter at Registration in the Sacramento Convention Center East Lobby after 2 pm, Monday, March 1.

**ONLINE HANDOUTS:**

If you would like to upload any presentation materials, then attendees will be able to find session handouts in the Breakout Sessions program search on the Conference website for download. To do so, please visit the submission login at:

[http://center.uoregon.edu/conferences/CASchooler/FORMS/CFP/cfp\\_login.php?formid=1343571](http://center.uoregon.edu/conferences/CASchooler/FORMS/CFP/cfp_login.php?formid=1343571) You will reaccess the submission system with your email and password.

**POSTER SESSION FORMAT:**

This is the first time we have used the poster session format at the conference and we are glad that you will be part of introducing the new format to our attendees. We are committed to working with you to make your session a success. To that end, we have put together the following guide, which we hope will be helpful to you in organizing your session. To view this information online and to see a photo of a poster area, please visit

[http://www.charterconference.org/speaker\\_info.php#PresentationFormats](http://www.charterconference.org/speaker_info.php#PresentationFormats)

Poster sessions are informal 60 minute sessions that will take place in an open area of the conference exhibit hall during lunch. Poster sessions showcase innovations or programs at a particular charter school. Content will focus on the implementation of a lesson, curriculum, technology, model, or project, or demonstrate a good electronic resource/tool or practice in teacher education or for securing or maintaining the technology infrastructure.

Poster sessions are a more interactive form of presentation, allowing attendees to study the information provided on the poster and discuss it with presenters one on one. Presenters interact informally with attendees who visit their poster station. At any one moment during the hour long session, presenters may be talking to one person or sharing their experience with several people who stop by at the same time.

There will be a 8ft wide x 4ft tall bulletin board provided as well as a 6ft long counter-height table to post materials. There will be a power supply available but poster sessions do not include any audio-visual equipment and there will not be internet in the exhibit hall. Presenters should bring their own materials, including tacks/pins/clips to mount their poster onto the bulletin board.

#### MATERIALS:

- \* Bulletin board -- 8-ft wide x 4-ft tall (standing 4-ft off ground), fabric-covered braelock (PROVIDED)
- \* 2-ft wide x 6-ft long counter-height table for additional materials (PROVIDED)
- \* Poster
  - \* Poster board
  - \* Non-glossy laser paper on which to print text and graphics
  - \* Rubber cement/glue sticks/2-sided tape to adhere
- \* Tacks/pins/clips to mount poster or graphics to bulletin board

#### ONSITE SUPPORT:

Please visit the Creative Solutions counter at Registration in the Sacramento Convention Center East Lobby or contact Gretchen at 541-953-5491.

#### CONFERENCE SCHEDULE

Monday, March 1, 2010

Attendees should pick up their registration badges at Registration prior to the Welcome Reception.

3:00pm: Registration Opens, East Lobby of the Convention Center

5:00pm-7:00pm: Welcome Reception, Mason's Restaurant, 1116 15th St. (between K & L streets)

Tuesday, March 2, 2010

7:00am-6:00pm: Registration Opens, East Lobby, Breakfast on your own

8:30am-9:30am: General Session, Halls D & E

9:15am: Exhibit Hall opens, Hall A & B  
9:30am-6:30pm: Cyber Cafe open in the Exhibit Hall  
9:45-10:45 am: Refreshment Break in the Exhibit Hall  
10:45am-Noon: Breakout Session 1  
10:45am: Parent Leader Summit, Hall C during Breakout Session times  
Noon-2:00pm: Exclusive Exhibit Hall hours  
Noon-1:00pm: Lunch in the Exhibit Hall  
12:30pm-1:30pm: Poster Sessions and Exhibit Hall Mini-Presentations, Exhibit Hall  
2:00pm-3:15pm: Breakout Session 2  
3:45pm-5:00pm: Breakout Session 3  
5:00pm-6:30pm: Exhibit Hall Happy Hour

Wednesday, March 3, 2010

7:00am-6:00pm: Registration Opens, East Lobby, Breakfast on your own  
8:30am-9:30 am: General Session, Halls D & E  
9:15am: Exhibit Hall Opens, Halls A & B  
9:30am-2:30pm: Cyber Cafe open in the Exhibit Hall  
9:45am-10:45am: Refreshment Break in the Exhibit Hall  
10:45am-Noon: Breakout Session 4  
10:45am: Charter Stars sessions begin, Room 103/104 during all Breakout Session times  
Noon-2:00pm: Exclusive Exhibit Hall hours  
Noon-1:00pm: Lunch in the Exhibit Hall  
1:30pm: Raffle winners announced in Exhibit Hall  
12:30pm-1:30pm: Poster Sessions and Exhibit Hall Mini-Presentations, Exhibit Hall  
2:00pm-3:15pm: Breakout Session 5  
3:45pm-5:00pm: Breakout Session 6  
5:15pm-6:15pm: Regional meetings  
8:00pm-Midnight: The Association's "Wigging Out" Party sponsored by Royal Dining, The Cosmopolitan, 1000 K Street (between 10th & 11th, two blocks from the Convention Center)

Thursday, March 4, 2010

7:00am: Registration Opens, East Lobby, Breakfast on your own  
7:00am-Noon: Cyber Cafe open near Registration/East Lobby  
9:00am-10:15am: Breakout Session 7  
10:30am-11:30am: Closing General Session

DRIVING DIRECTIONS:

From Sacramento International Airport:  
Head northwest on Airport Blvd. toward Aviation Dr.  
Slight left to stay on Airport Blvd.  
Continue onto Earhart Dr  
Slight right to stay on Earhart Dr  
Continue onto Airport Blvd.  
Take the ramp onto I-5 S

Take the J St. exit toward Downtown  
Stay straight on J St. for 10 blocks, destination will be on the right.

For Driving Directions to Sacramento Convention Center please visit their website:  
<http://www.sacramentoconventioncenter.com/community/mapsAndDirections/index.cfm>

Parking information can be found online at:  
<http://www.sacramentoconventioncenter.com/attendees/gettingAround/index.cfm>

You can send an e-mail to [charterconf@ce.uoregon.edu](mailto:charterconf@ce.uoregon.edu) regarding any Americans with Disabilities Act needs or call 800-280-6218.

Please let us know if you have any questions.

Thank you,  
California Charter School Conference