

# SPEAKER HOST CONTACT SHEET

## I. CONTACTING THE SPEAKER(S)

Hello, this is (*your name*). I will be your Speaker Host for the upcoming ADA Annual Session in San Antonio. We will be working together in advance to ensure all details for your presentation have been finalized and on-site to ensure that these arrangements are carried out. I will also have the honor of introducing you to the audience on the day of your course (s). There are a few details about the conference and your presentation I need to discuss with you. Is now a convenient time?

*If YES:* review the checklist below with the speaker and provide him or her with your complete contact information, including your cell phone number

*If NO:* schedule a more convenient time to call back for a 5-10 minute conversation

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Review the following information with each speaker (you may copy this form as needed):

- ✓ Confirm the speaker's hotel accommodations (they are responsible for making their own reservations), on-site arrival date and set-up a time to meet on-site on the date(s) of their course a minimum of 90 minutes prior to the course start time.

HOTEL: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_

Note: The speaker may contact Kristi Gingrich at the ADA for assistance with accommodations at [gingrichk@ada.org](mailto:gingrichk@ada.org) or (312) 440-4695

MEET ON-SITE AT \_\_\_\_\_ on: \_\_\_\_\_ at: \_\_\_\_\_

- ✓ Confirm audio visual requirements. The ADA provides the following equipment and services for each presenter:
  - One Lectern with Wired Microphone
  - One Wireless Lavalier Microphone
  - One Public Address System/Sound Patch to House Sound System
  - One PC Computer configured with Monitor, Pentium 4 Processor, 3.2 GHz, 512 MB Ram, Video and Sound Card, Floppy Drive and DVD Rom with Windows XT and Microsoft Office 2003
  - One Data/Video Projector with 2000 lumens minimum, XGA compatible
  - One Projection Screen (appropriate size for room size - larger rooms may have two)
  - Computer Specialist (one per 2 rooms) to provide technical assistance as needed

If the speaker has requested additional equipment, it will be noted in their speaker confirmation packet which they will receive via US Mail the week of September 29<sup>th</sup>. If their special request is not noted in their confirmation they may contact Dawn McEvoy at [mcevoyd@ada.org](mailto:mcevoyd@ada.org) or (312) 440-7697.

- ✓ EXCHANGE all contact information with the speaker (cell phone, email, etc.)

Preferred number: \_\_\_\_\_ Alternate contact number: \_\_\_\_\_

On-site number: \_\_\_\_\_ Email address: \_\_\_\_\_

- ✓ Discuss the content of your introduction with the speaker. Your introduction should take less than one minute (see page 37 of the CLA Manual for suggestions). The speaker's bio is available on-line at [www.ada.org](http://www.ada.org) under Attendee Resources via the Speaker/Program Search feature.
- ✓ Confirm with the speaker that their course outline and PowerPoint presentation have been uploaded to the ADA Speaker Submission Site. NOTE: **Per the signed speaker agreement, all presentations must be reviewed and approved by the Council on ADA Sessions prior to Annual Session.** The course outline is the only material that will be printed and distributed during the course. Materials that are more than 2 pages in length may be uploaded under supplemental course materials and will be available in PDF format for attendees to download between September 26 and November 10, 2008.

## II. CONTACTING THE ROOM HOST(S)

*Please refer to the contact information you received for the name of the Room Host(s) working with you. The Room Host(s) contact information was sent to you along with the Speaker(s) Contact information.*

Hello, this is (*your name*). I am the Speaker Host for the course you have been assigned to at the upcoming ADA Annual Session in San Antonio. We will be working together during the course. There are a few details about the speaker's presentation I would like to discuss with you. Is now a convenient time?

*If YES:* review the checklist below with the Room Host and provide him or her with your complete contact information including your cell phone number

*If NO:* schedule a more convenient time to call back for a 5-10 minute conversation

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Review the following information with the Room Host:

- ✓ Course date(s) and time(s)

**NOTE: Both the Speaker Host and the Room Host must report to the CLA Office, Henry B. Gonzalez Convention Center, Level 2, Room 209, at least ninety (90) minutes prior to the start of your assigned program.**

- ✓ EXCHANGE all contact information with the Room Host (cell phone, email, etc.)

Preferred number: \_\_\_\_\_ Alternate contact number: \_\_\_\_\_

On-site number: \_\_\_\_\_ Email address: \_\_\_\_\_

- ✓ Review status of the course outline the speaker is required to submit for distribution during the course. All approved outlines will have an official cover sheet with the meeting logo. Please do not distribute any course materials without the official cover sheet, unless otherwise noted in your instruction packet the day of the course. Course outlines and course evaluations will be distributed in the room by the Room Monitor.

**NOTE: Per the signed speaker agreement, all presentations must be reviewed and approved by the Council on ADA Sessions prior to Annual Session.** The course outline is the only material that will be printed and distributed during the course. Materials that are more than 2 pages in length may be uploaded under supplemental course materials and will be available in PDF format for attendees to download between September 26 and November 10, 2008.

- ✓ Alert the Room Host to any special requirements the speaker has requested from the ADA (i.e. – non-standard audio visual equipment, room set other than theater seating).

**NOTE:** Although a speaker may request a different room setup, all rooms are set with standard theater seating except Technology Day, Education in the Round and Participation Workshops. Please contact Dawn McEvoy, ADA Program Manager (312) 440-7697 if there are any questions.