Presenter Information

Equipment Needs:
Each room will be equipped with a microphone, an overhead projector, and an LCD projector. Please email Heather Fuller at hfuller@iupui.edu if your equipment needs are beyond that listed above.

Additional Equipment:
Arrangements for additional equipment must be made no later than October 23, 2006. Please contact Heather Fuller at (317) 274-3280, hfuller@iupui.edu to arrange for additional materials and payment. All the prices listed are a one time charge.

- Easels - $15.00
- Electrical Extension Cords - $10.00
- Projection Screen Rental - $30.00
- 20" Flat Panel Computer Monitor - $125.00
- Wireless Internet Connection - $100.00
- Wired Internet Connection - $150.00

Presentation Materials:
We do encourage you to bring at least 50-75 copies of any materials that you plan to hand out in your sessions. Extras may be left on a display table in the Institute office located in Senate 1. Unfortunately, the Institute is not able to make extra copies of handouts should there be a shortage. We can however post electronic copies of your handouts to the Planning and Institutional Improvement website. If you wish to have your handouts posted to our website, please email them to planning@iupui.edu prior to **October 19, 2006**. Conference attendees truly appreciate this service and we do hope you are willing to share your materials with them. If you run out of handouts during your session or if you choose not to bring handouts, you can inform participants in your session that they can find your materials on the Assessment Conference Web site shortly after the conference.

Shipping Display Material:

- Display materials may be shipped via the carrier of your choice. Materials should be sent to:

  The Westin Indianapolis
  50 South Capitol Avenue
  Indianapolis, IN 46204.

- Please mark package(s) with the following information:

  2006 Assessment Institute (October 29-31)
  Please hold for: (list your name and company/organization)

- Hotel staff will receive items beginning Thursday, October 26th. If items arrive earlier than October 26th, the following storage fees per item, per day will apply: Letter $2.00; Box $5.00; Crate $100.00; Pallet $150.00.

- To request delivery or pick-up of a package, you can call "Service Express" on any house or guestroom phone.

Poster Display Information:

- Poster sessions will take place on Monday, October 30, 2006 from 3:00 – 6:30 p.m. in Grand Ballroom 4.
- Set up may begin at 2:30 p.m. and we ask that you dismantle your display promptly following the session.
- Each poster presenter will have a chair and a 2 ft x 6 ft skirted table upon which they can display their presentation.
- No poster display boards will be provided. You will need to provide your own.
- Table locations will be pre-assigned and identified with a table tent.
- If your poster session includes electrical equipment, you will need to provide your own source of power, (e.g., batteries). No electrical support is available.
- Internet connections are available in the poster session area at a cost of $100 for a wired connection or $150 for a wireless connection. Please contact Heather Fuller at hfuller@iupui.edu if you require an internet connection and for payment.
- Please be aware that the poster session area is open and may not be secure. If your session requires use of a laptop it is recommended to use the laptop only when you are stationed at the display.

Exhibit Space:

- Exhibits are located in public access hallways on the second floor of the hotel.
- Exhibit space will be pre-assigned and identified with a placard.
- Each space includes one 6' x 2' skirted table, pipe and drape, and one chair, with total exhibit area 8X8.
- Exhibitors agree not to post, nail, tape, or otherwise attach items to walls, floors or other parts of the building or furniture.
- Exhibitors are responsible for damages to the hotel if they do not comply with this request.
- Please **do not set up prior to 7:00 a.m. on Monday, October 30**. The continental breakfast begins at 7:30 a.m. on Monday, please feel free to set up at 7:00 a.m. in anticipation of this. Tear down can begin after 3:00 p.m. on Tuesday, October 31.

Exhibit Security:

- Exhibitors may temporarily store valuable equipment (e.g., if an exhibitor needs to take a short break away from the table) in the Senate 1 room with the staff of the Office of Planning and Institutional Improvement.
- Overnight locked storage is available for Monday evening. Items may be placed in storage before 5:00 p.m. on Monday, October 30 and retrieved Tuesday morning beginning at 7:00 a.m.