

Speaker Requirements and Deadlines

Thank you for your participation in the 2010 Colorado Governor's Emergency Management Conference. Your time and efforts are greatly appreciated. This year's theme is "Maximizing Resources in Today's Economy". You are being asked to make sure to focus your presentation on this theme.

For speakers, we will be providing one night lodging at the conference center and provide a discounted fee of \$75 for the entire conference if you would like to attend the entire conference. We have space for one speaker per session. If your session requires additional speakers, we must be notified and approve it before you commit the other speaker.

➤ **Conference Location**

Cheyenne Mountain Resort
3225 Broadmoor Valley
Colorado Springs, Colorado 80906
February 23 – 25, 2010

➤ **January 15, 2010**

Please register on-line at www.cemacolorado.com

Provide paragraph to be published in the conference program listing the topic and describe what the participant may take away from your session. We will also publish your agency name and title according to your registration in the conference program.

➤ **January 20, 2010**

Lodging requirements can be secured by phoning 720-852-6628 or e-mail cindy.vonfeldt@state.co.us

➤ **February 2, 2010**

We are requesting that all speakers prepare a brief power point. Power point presentations are due no later than February 2, 2010. Please save in Office 2003 format. Sound and video must be approved. Our IT department will need time to load them on the computers that will be provided and have a chance to try it out and make sure it works.

Please Note: Most of these sessions turn over quickly, so there will not be time to connect your computer or thumb drive before your session.

➤ **Handouts**

A 1-2 page handout is strongly encouraged that would list resources, costs, where and how will be encouraged by all the speakers. We will not be supplying a copy of the power point presentations to attendees. However, we

will have the availability for the attendees to get these presentations on a CD by request at the conference.

➤ **February 9, 2010**

Please provide us with your handout so we may copy them for our attendees. Also please return the attached Presenter Release via fax at 720-852-6750.

➤ **February 23, 24 and 25, 2010**

Speakers should arrive at least 60 minutes prior to their assigned presentation block. Please check-in with registration to notify us that you are there, provide you with any updates and to pick up your badge. You are encouraged to spend the day with us and we hope that you attend the entire event as well.

➤ **Session Set-up and Equipment**

All rooms will be set up in theatre style and a committee member to assist you with preparation, introduction and wrap-up/evaluations. We will equip the room with a laptop, which will be pre-loaded with your presentation. There will also be a projector and screen to assist in your presentation. Internet capabilities are generally not available.

➤ **Day only speakers** - Lunch will be provided on the day of your presentation and all day break station.

More than 350 attendees were at the last three annual conferences, including emergency management directors, public safety officials, public health officials, communications specialist, representatives from voluntary organizations, and officials from all levels of government.

There are four breakout sessions running concurrently. You can anticipate anywhere from 20-100 participants in the sessions.

We will have vendors and exhibitors on Tuesday and Wednesday. Networking is encouraged in the evening hours with the vendor socials that are planned.

Additional information can be found at www.cemacolorado.com or at Colorado Division of Emergency Management 720-852-6600.

PRESENTER RELEASE

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