

C.A.S.H. -- Our Foundation, Our Future
31st Annual Conference on School Facilities
February 22-25, 2010 * Sacramento Convention Center

Moderator Guidelines and Important Deadlines

Deadlines

Friday, September 11 – Review and sign off on workshop title and description for Conference Brochure reproduction

Monday, October 19 – Provide names of workshop panelists (see guidelines below)

Monday, January 11 – Workshop/Clinic Modifications

January 11 is the deadline to make any changes to your workshop/clinic including: title, description and panelists. These changes will be reflected in the onsite Conference Program.

Friday, January 29 – Audiovisual Equipment

Standard equipment set up for each room will be an LCD projector, screen and podium microphone (**laptops will NOT be provided**)

Handouts – In an effort to be more environmentally friendly and reduce costs, **C.A.S.H. will not be reproducing handouts this year**. If a workshop presenter would like to provide handouts it will be their responsibility.

Flash Drives - C.A.S.H. will provide attendees with USB flash drives containing the Conference handouts.

Friday – February 5 - PowerPoint Presentations Due for USB Flash Drives - When preparing PowerPoint presentations and handout materials, please note the following:

1. **The complete handout file size must be no larger than 23 MB or 23302 KB. Files that are larger than 23 MB may not be included on the USB flash drive.**

Note: For PowerPoint presentations that contain pictures you may need to reduce the size of the original pictures in another program such as Microsoft Picture Manager or Adobe Photoshop in order to meet the file size limitation requirement.

2. Restrict the use of company logos and contact information to the first slide of your PowerPoint presentation **OR** the first page of your handout materials.
3. Keep the amount of text displayed on each slide to a minimum (no more than 4 bullets per slide) and avoid small font sizes, which are difficult to see on the screen and in the handout materials. Below are some recommendations:
 - ♦ Dark backgrounds with light fonts are easiest to see
 - ♦ Non-serif fonts work best; examples include Arial, Lucida Sans, and Tahoma
 - ♦ Good title font size: 44 pt
 - ♦ Good body font size: 33 pt; never less than 28 pt
 - ♦ Graphics should aid, not distract

C.A.S.H. reserves the right to edit conference materials accordingly.

Guidelines

As we move through the conference planning process you will be asked to support C.A.S.H.'s guidelines which in short are:

- 1) Each panel must have at least one school district/county office of education representative.
- 2) Panels should be limited to two or three participants.
- 3) A private entity may only have one representative participate per workshop/clinic.
- 4) All presenters must be C.A.S.H. members.
- 5) Registration - Every year the question arises "Do presenters need to register for the conference?" The answer is if you plan to attend any other portion of the conference other than your workshop, then Yes, you need to register for the conference.