

2019 Adirondack Park Local Government Day Conference
Wednesday April 3 & Thursday April 4

PRESENTERS INFO SHEET

Thank you for being a presenter at the 2019 Adirondack Park Local Government Day Conference!

Please familiarize yourself with the following information prior to the conference. If you have any questions, please feel free to contact Robyn Burgess or Kate-Lyn Knight at the APA via phone (518) 891-4050 or email or contact your session organizer.

Information Requested

Please email the following information to LocalGovernment@apa.ny.gov at your earliest convenience, but **no later than March 29:**

- ✓ **Information for Your Name Badge:** *Nickname* (this will appear in bold on the top line of the badge, usually your first name or a shortened version of your first name), full name and organization.
- ✓ **Contact Information:** Phone and email address. This will be used to contact you about the conference and will be provided to the moderator and other panelists in the session for coordinating the presentations. This contact information will not otherwise be distributed.
- ✓ **Bio:** A brief (200 words or less) biographical sketch of yourself. The bio will be added to a list of the bios for all presenters and moderators at the conference and placed as a handout in the conference information packets.
- ✓ **Posting:** If you do not wish to have your slides or presentation materials posted to the web after the conference please let us know.
- ✓ **Presentation:** If available please send your presentation to the email address above so it can be pre-loaded and tested for compatibility. Note presentations may be emailed up until by April 1st. See ***Presentation Facilities & Other Presentation Mediums*** below for additional information.

General Information for Presenters

Date and Location:

The Adirondack Park Local Government Day Conference begins Wednesday Afternoon April 3, and continues through Thursday, April 4 at the Crowne Plaza Lake Placid, 101 Olympic Drive, Lake Placid, NY (see: <http://www.lakeplacidcp.com>).

If you require lodging, please contact the Crowne Plaza directly @ (877) 570-5891.

Please make sure to check-in with conference registration staff before your scheduled presentation.

Timing:

Sessions are 1 hour and 15 minutes each. We recommend presentations be no longer than 1 hour total to leave time for questions. We also strongly recommend no more than 3 speakers per session.

Registration:

Presenters for Thursday, April 4, will automatically receive a complimentary registration for the conference including Thursday's lunch and will not need register separately.

We apologize that we cannot offer the complimentary registration for Thursday's sessions to those who present on Wednesday. However, we do invite you to join us at the Social at 5:00PM on Wednesday in the Great Room of the Crowne Plaza.

Presentation Facilities:

All meeting rooms will have a head table, podium with a microphone, computer with projector and a screen. Conference IT staff will be available at the start of every session to load slide show presentations on the computer for projecting on the screen. A remote slide advancer will also be available.

The digital presentations should be in MS PowerPoint or PDF format and transferable via USB flash drive or CD. Note that Mac compatible projectors are not available, so please put all presentations in a MS compatible format. To avoid file naming conflicts, please include your organization name with your presentation (in past years, there has been confusion using "LGD" as a presentation file name, as more than one presenter had a similar idea for the file name).

Other Presentation Mediums:

*If you plan to use video, audio, wall charts or displays, please contact staff before the conference so we can have equipment available at that session. If your presentation requires the use of the internet, please let us know so we may arrange for a hard-wired internet connection.

Map of the Crowne Plaza Lake Placid:

