

2009 PCCYFS ANNUAL CONFERENCE

PRESENTER BENEFITS, TERMS AND CONDITIONS

The PCCYFS Conference Planning Workgroup appreciates your willingness to share your expertise by presenting at our 2009 Annual Spring Conference. Sharing your experience and knowledge at a state-wide conference often leads to an increased awareness of your organization's mission and provides a wonderful opportunity to network with professionals who influence the lives of children, youth and families throughout the Commonwealth of Pennsylvania.

In exchange for sharing your expertise, you may expect the following:

- The primary presenter will receive:
 - Complementary admission the day of their presentation, including continental breakfast, mid-morning and afternoon break refreshments, lunch and attendance at the day's special event (Wednesday or Thursday only).
 - A 50% discount off the one-day registration rate for additional conference days.
- A co-presenter will receive:
 - Complementary admission the day of their presentation, including continental breakfast, mid-morning and afternoon break refreshments, lunch and attendance at the day's special event (Wednesday or Thursday only).
 - A 25% discount off the one-day registration rate for additional conference days.
- Group/panel presenters (3 or more presenters) will receive a \$50 discount off the registration rate or as determined on a case-by-case basis.
- PCCYFS will arrange for a microphone, podium, flip chart with markers, screen, LCD projector and laptop computer for all workshop sessions. Requests for any other audio/visual equipment must be indicated on the workshop proposal form and will be considered on a case-by-case basis, depending on cost and need. *Note: Any video presentation must be digital (on a DVD or USB flash drive), not on a videotape.*
- Requests for remuneration must be submitted with the conference planning proposal. We ask that you exercise discretion, considering our financial limitations and desire to keep the registration fee as affordable as possible for conference registrants. Unless otherwise negotiated in advance, travel, hotel, and other expenses incurred will be the responsibility of the presenter(s).
- Workshop proposals must be submitted to PCCYFS by **July 15, 2008**. Electronic submission via e-mail to hbgoffice@pccyfs.org is strongly preferred. The Conference Planning Workgroup will notify selected presenters by September 30, 2008.
- Should your workshop be selected for the 2009 Annual Conference, you must provide your PowerPoint presentation (if using) and one copy of all handouts to PCCYFS by **January 23, 2009**. Materials must be **e-mailed** (hbgoffice@pccyfs.org) or otherwise provided **electronically** for inclusion in the CD of workshop handout materials that will be provided to conference attendees and for preloading on the computers provided for each breakout room.
- Solicitation or promotion of your own business during your presentation is **not** permitted. However, you may make materials available to session participants on the table provided in the back of the room. We appreciate your adherence to this non-solicitation/promotion policy. Additional options for promoting your business are available as a sponsor, exhibitor and advertiser during the entire conference. Please contact us for more information.

All questions about the 2009 PCCYFS Annual Spring Conference may be directed to Pamela Bennett at the Harrisburg PCCYFS office at (717) 651-1725 or hbgoffice@pccyfs.org.