



SPEAKER INFORMATION PACKET

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We are delighted that you will be joining us as a speaker for the 2010 LATV Fest. To make it easier for you to prepare for and make the most of your festival experience, we have compiled all pertinent speaker details into one packet to which you can refer in the days to come.

Please familiarize yourself with the important dates, action items and due dates below.

You can also check the online LATV Fest Speaker Service Center at http://2010.LATV.Fest.net/LATV_FEST/speaker-service-center for updated information, including deadlines and additional speaker details. Should you have any remaining questions, please contact Tanya White at production@natpe.org. We look forward to working with you on the 2010 LATV Fest!

In this packet you will find the following:

- Dates and Deadlines
- Registration Information
- Speaker Contact and Release Form
- Speaker Deliverable Requirements
- Audio Visual Guidelines and Request Form
- Logistics
- Speaker Checklist

Important Dates

Action Items and Due Dates for Speakers:

Your **Bio, Photo and Speaker Information and Releases Form**, are due when you confirm your participation in the 2010 LATV Fest.

Register for Conference	June 3
Session A/V due	June 24

Registration

As a non-profit association providing services to the industry, we rely on the support of our members. Our policy regarding speaker registration is as follows:

If you would normally attend the LATV FEST, please register by visiting <http://2010.LATV.Fest.net/LATV.FEST/register>.

If you are coming specifically because you were invited to speak, your registration will be processed and a badge will be prepared and waiting for you in the Speaker Ready Room (Constellation Ballroom # 2).

Speaker Deliverables

As a speaker at 2010 LATV Fest you will need to provide the following:

- Speaker Information and Release Forms – due immediately
- Bio – immediately
- Photo – immediately

Bio Guidelines

- Bios must be sent in a Word file or in the body of an e-mail.

Photo Guidelines

- All photos submitted must be at least 700KB.
- Photos must be a headshot of the speaker (and only the speaker).
- Please send photos with minimum distractions in background.
- Please also make sure the photo is free of distractions in foreground, i.e., speaker's face blocked by hands, hats or sunglasses. (Any distractions will make the printed photo almost unrecognizable.)
- Do not submit photos with added filters or effects.
- Do not submit photos with added type.

If photos do not meet print requirements, they will not be used in any printed material.



Speaker Information and Release Form

We have many exciting sessions and activities planned over the four days of the 2010 LATV Fest and are delighted to be working with you on this event.

If you have not already done so online at: [http://2010 LATV Fest.net/LATV FEST/index.php?option=com_chronocontact&chronoformname=latvf_speakerInfo](http://2010LATVest.net/LATV_FEST/index.php?option=com_chronocontact&chronoformname=latvf_speakerInfo)

Please complete the LATV Fest Speaker Info. Form immediately and please fax it back to Tanya White at 310-453-5258.

Help us get it right! Please make sure to write in your name, title and company name as you would like them to appear on all promotional materials.

Speaker Name _____

Speaker Title _____

Speaker Company _____

Help us keep in touch! Provide us with your current contact details. Please note that this information is confidential and solely for the purpose of preparing you for your LATV Fest speaking engagement.

Speaker E-mail: _____

Speaker Work Phone _____

Speaker Mobile Phone (For onsite emergencies) _____

Is there anyone else on your team who helps you stay organized? Provide us with the contact details for anyone who should be copied on your speaker communications. Again, note that this information is confidential and solely for the purpose of preparing you for your LATV Fest speaking engagement.

Staff Contact Email: _____

Staff Contact Work Phone _____

Staff Contact Mobile Phone (For onsite emergencies) _____

Staff Contact #2 Email and Phone: _____

Please complete the LATV Fest Speaker Release Form immediately (either online at [http://2010 LATV Fest.net/LATV FEST/pdf/speakerInformationReleaseForm.pdf](http://2010LATVest.net/LATV_FEST/pdf/speakerInformationReleaseForm.pdf))

If you are completing a hard copy of this form, please fax it back to Tanya White at 310-453-5258.



Conference Program Audio/Visual Guidelines

Clips and presentation materials are due Thursday, June 24th. In order to ensure that your sessions run smoothly, we request you address your audio/visual needs early.

Review the guidelines on the following pages.

Accepted media for all sessions include:

- Video clips on DVD (NTSC format)
- Quicktime media files submitted on DVD, CD ROM, USB Drive or via You Send It
- PPT files submitted on USB Drive or via You Send It
- A laptop connection can be provided at the podium if requested by June 17.
- Internet connection can be provided in the room if requested by June 17.

Help us help you! Here are a few additional guidelines for incorporating video and other media into your session:

- For panel discussions, try to keep clips to 90 seconds, but no more than two minutes.
- **All material submitted must be labeled with:**
 - ◆ Speaker Name
 - ◆ Session Title
 - ◆ Session Date and Time
 - ◆ Running Time

- **Material should be submitted to:**

Tanya White, Associate Producer
NATPE
5757 Wilshire Boulevard, PH 10
Los Angeles, CA 90036

Materials not received by the cut off date and not labeled properly will not be accepted & shown. There will be no exceptions.

If you are submitting a clip for consideration, please e-mail the attached A/V form (on page 10) to production@natpe.org or fax to 310-453-5258 to let us know the clip is on its way.

Remember: We may have laptop and Internet hook up available at the podium in your session room; however, we need to be advised by Monday, June 1.

Please note that all ballrooms will be provided with the following equipment/items:

- 1 Podium
- 1 Screen
- 1 LCD Projector
- 1 Sound System
- 1 Podium Microphone
- Microphones for all speakers



Audio/Visual Guidelines Request Form

I will provide the following media for my session or presentation:

- Video Clip
- PPT Deck
- No Media

I am delivering media to you via the following method:

- Mail
- Overnight Courier
- Local Delivery
- YouSendIt or E-mail

I will need an Internet connection:

- Yes
- No

I will bring and use my own laptop:

- Yes
 - Apple
 - PC
- No

Speaker Name _____

Speaker Email and Phone: _____

Name, Email and Phone for Your A/V handler (asst., PR rep, post house, etc.):

Session Topic and Title _____

**Return this form to Tanya White at production@natpe.org or via fax at 310-453-5258
Due June 17th**



Onsite Logistics

Badge Pick up

You can pick up your LATV Fest badge in the registration area on the Plaza Level prior to your session.

Speaker Ready Room

A holding area will be designated for you to meet before being escorted to your session room. It is imperative that you check-in when you arrive. At this time, you will have the opportunity to go over last minute housekeeping notes with your Moderator, and be able to collect your thoughts before you are escorted to the room in which you are speaking.

A/V Testing Prior to your Session

Many Speakers want to test the A/V they are planning to use during their sessions. This is not required, however we encourage this as we want all sessions to run as smoothly as possible. If you would like to test your A/V, please schedule this with your Room Producer prior to your arrival onsite. You will be sent the name and cell phone number of your Room Producer under separate cover **Monday June, 28** (2 weeks before arriving onsite).

Backup A/V

Even though we **require** all speakers to submit their A/V to us in the NATPE office by **Thursday, June 24**, we also **highly recommend** that speakers bring a backup with them to the festival.

Do you have questions? Don't wait to get them answered! Contact Associate Producer Tanya White at production@natpe.org or at 310-857-1613. We look forward to a successful and informative event!



SPEAKER CHECKLIST

- | | |
|--|-------------|
| <input type="checkbox"/> Speaker Release Form Due | Immediately |
| <input type="checkbox"/> Speaker Bio & Photo Due | Immediately |
| <input type="checkbox"/> Register for Conference | June 7 |
| <input type="checkbox"/> Reserve Hotel (if applicable) | June 7 |
| <input type="checkbox"/> Additional Onsite Logistical Requests Due | June 17 |
| <input type="checkbox"/> Submit Speaker A/V | June 24 |



PLAZA LEVEL

