



OSP EXPO 2010 Seminar Checklist

- ✓ **Seminars Schedule** – Attached is the seminars schedule which shows all seminars and their dates/time, for OSP EXPO 2010. Seminars take place either on Wednesday, October 13 or Thursday, October 14.
- ✓ **Seminar Information on our Website** – Check your seminar listing information online at <http://www.ospmag.com/expo/seminars>. Any changes email amy@pracom.com
- ✓ **Continuing Education Credits/Points** – Seminars are approved to award Continuing Education Credits (CECs) from BICSI, Continuing Education Units (CEUs) from the Electronics Technicians Association International (ETA-I), and COC point from the Board of Certified Safety Professionals (BCSP). We are submitting seminar summaries to these organizations for review and assignment of credits/points.
- ✓ **Registration to Attend OSP EXPO 2010** – Please be sure to register for OSP EXPO 2010. Your registration includes: opening and day two keynote addresses, access to exhibit hall, and networking events. <https://www.showreg.net/OSP1010S/> when prompted enter in priority code: **SpGuest**
- ✓ **Hotel** – Make your reservations today at <http://www.ospmag.com/expo/hotel>.
- ✓ **PowerPoint Presentation Deadline – Monday, September 27, 2010**
 - We will review the seminar content, ensuring the presentation is objective/educational in focus
 - Your seminar will be reviewed upon receipt; an email message of “Seminar OK” or suggestions for changes will be sent to you via email. **Send your PPT presentation to karen@ospmag.com**
 - If your seminar has information about a new technology/industry development, to keep your seminar objective in nature, you are to present an overview of other technologies/developments currently available.
- ✓ **Speaker Ready Room - Location TBD**
 - The Speaker Ready Room is available to all OSP EXPO speakers. There you can organize your materials, rehearse, and relax before your presentation.
 - This room is unlocked at all times; therefore, we do not recommend that you leave any valuables in the Speaker Ready Room. OSP EXPO can not take responsibility for items that are missing or stolen from this room.
- ✓ **Shipping Information** – If you have materials that you wish to ship to OSP EXPO. The shipping information is listed below. Your boxes will be waiting for you in the Speaker Ready Room. **When you have your shipping information available, please send the carrier, tracking numbers, and number of boxes to amy@pracom.com.** This will help us ensure your boxes arrive onsite.

Address for materials arriving between September 13th and October 4th. Materials arriving after October 4th will receive an after deadline charge.

WAREHOUSE ADDRESS
OSP EXPO 2010 Seminars
C/O Freeman
3323 IH 35 North St, Ste 126
San Antonio, TX 78219

Freeman will receive shipments at the exhibit facility beginning October 11th at 8:00am. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the speaker.

SHOW SITE ADDRESS

OSP EXPO 2010 Seminars
Speaker Ready Room
C/O Freeman
Henry B. Gonzalez Convention Center
200 E Market Street, Bowie Street Dock
San Antonio, TX 78205

- ✓ **Room Numbers, Set-Up and Equipment** – Room numbers will be printed with your seminar information in the OSP EXPO 2010 Official Program, which you will receive upon arrival at the Minneapolis Convention Center.
 - Seminar rooms will be set Classroom Style (maximum capacity 90) unless large number of participants dictates room being set Theater Style.
 - There will be a table at the back of the seminar room for speakers to place their handouts, brochures, etc.
 - There is a head table and chair(s) at the front of the room, near the podium.
 - An LCD projector system and a screen are provided and podium microphones are provided.
 - Speakers are to bring their own laptop computers, as well as their PowerPoint file.
 - *Please note any last minute room set-up changes per request of the Company/Speaker at this late date will incur a set-up cost that will be billed to the Speaker's Company.*

 - ✓ **Scanners and Attendance** – Each seminar room is provided a scanner. You are responsible for scanning each of your attendees' badges. Many speakers ask their assistant to scan the attendees' badges. After OSP EXPO 2010 we will send you a report with the contact information from each of the (scanned) attendees who participated in their seminar.

 - ✓ **Seminar Evaluations** – You are responsible for passing out the evaluation forms, and collecting them at the end of your seminar. Ask your attendees to place the completed forms on the table at the entrance, as they leave the seminar room. The evaluations will be collected by tradeshow personnel, summarized, and a report sent to you via email after the event. *Distribution and collection of the evaluation forms is strongly recommended: it is an important aspect of continually improving the OSP EXPO.*
- Business Center** – The UPS Store is located at Henry B Gonzalez Convention Center. They are located in the street level lobby of the convention center next to the Café - <http://www.theupsstorelocal.com/4180/>
- ✓ **Seminar Staff On-Site** – Amy Mullally and Lisa Weimer of OSP EXPO will be on-site in the seminars area. If you have immediate questions/concerns while at the convention center, go to the OSP EXPO registration counter.

 - ✓ **PowerPoint Template** – We do not have an OSP EXPO PowerPoint template for you to use; your Company's corporate template for PowerPoint presentations is fine. Here are a few suggestions
 - You are welcome to include the OSP EXPO logo in your presentation; logo attached in the email.
 - Please note that both words in OSP EXPO are capitalized.
 - Company information should be included in the last slide of your PowerPoint presentation.

Thank you for presenting at OSP EXPO 2010 in San Antonio. Feel free to contact me with any questions.

Sincerely,

Amy Mullally, Marketing Coordinator
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