

Presenter Registration Information

TO: 2019 CYY Presenter

FROM: Lana Brooks, Director
Early Learning Section, DESE

RE: 2019 Conference on the Young Years
March 7-9, 2019

DATE: December 2018

Thank you for agreeing to present at the 46th Annual Conference on the Young Years. The theme of the conference is *Making Connections for Lifelong Learning*. We are extremely excited about this year's line-up of keynote/featured speakers and presenters.

Remember that all correspondence is being made through you as the lead presenter, share this information with your co-presenter, if applicable.

The conference registration fee for the lead presenter and if indicated one co-presenter, will be complimentary for Days 2 and 3, Friday and Saturday of the conference. If you are presenting on Friday and/or Saturday and plan to attend Day 1, Thursday of the conference, the registration fee is \$90.00. If you register before February 6th you will receive the early bird rate of \$80.00 for Day 1.

Presenters are able to register online by clicking the link listed below. When completing the registration mark "Presenter", only two presenters per presentation will be allowed. You will receive an immediate confirmation message with your presentation choices.

Lodging Registration:

Lead and co-presenters are responsible for making their own lodging reservations by contacting Tan-Tar-A Resort directly at 800-826-8272 or 573-348-3131. Ask for the "Conference on the Young Years" room block for the conference room rate. If you are making reservations online go to www.tan-tar-a.com. Select "Group and Conferences" and then enter the group code "YNGY". Presenters making reservations by February 6th will receive the special conference room rate of \$99.00 plus tax. Reservations made after this date may not be guaranteed a room or the conference rate.

You will be contacted one week prior to the conference with your presentation room assignment, maximum number of participants the room will hold, and the number of participants registered for your presentation. Keep in mind this number can change due to the ticket trading option participants have at the conference.

In an attempt to provide Tan-Tar-A and the conference planners with the necessary information for planning a successful conference, your timely response is required. Complete the online registration process no later than **December 31, 2018 at 12:00 p.m.**

The Early Learning Section would like to thank you in advance for your quick attention to this request. If we have not received a response from you by **December 31, 2018** we will assume that you will not be presenting nor attending the conference.

Guidelines for Presenters at Conference on the Young Years 2019

Materials and Equipment:

- A podium, microphone and two tables will be provided. **A screen will be provided upon request, but you will be responsible for all other audio/visual equipment including projectors, laptops, laptop speakers, extension cords, adapter plugs, etc.**
- If you decide to bring handouts, be sure to bring sufficient copies. The average CYY presentation draws at least 250 people.
- If you are using photos of children in your handouts or PowerPoint presentation, it is your responsibility to obtain the appropriate photo release from each child's parent or guardian.
- Materials **will not** be sold or displayed during the presentation or in the presentation room. Presenters who have commercial materials available are invited to rent a space in the exhibit area.
- If you are interested in exhibiting, contact Jamie Schieber, Custom Meeting Planners at 573-445-2965 or by email at Jamie@custommeetingplanners.com.

At the Conference:

- Planning committee members will be glad to be of assistance if something is not set-up correctly. Since they will be busy collecting tickets for the presentations, have someone available to distribute handouts, etc. We also ask that due to the limited amount of time between sessions, you need to plan the set up and clean-up of your presentation accordingly and leave the meeting room in a timely manner so that the next presenter may set up.
- You are asked to make your own introduction and to begin and end your presentation on schedule. Your presentation **must fill the entire time allotted** in the schedule.
- Avoid reading and lecturing to participants. Repeat questions from audience members before giving the answer. Room sizes vary so use the microphone even if it is a smaller room because it may be hard for others to hear.
- If you have any questions or concerns during the conference, contact us at the presenter registration table located to the left of the main conference registration in the Salon Foyer.

Should you have any questions contact Custom Meeting Planners at 573-445-2965 or by email at Jamie@custommeetingplanners.com.

Click here to register – <https://www.regonline.com/cyy2019>