

## ACNP SPEAKER BULLETIN #1 – Important Speaker Information

As a speaker at the upcoming ACNP National Clinical Conference, there are some important deadlines and items that we will need for you to review/complete in the coming weeks and months. Additional details will follow via email in the coming months and will also be posted at on the speaker website (<http://www.acnpconference.com/speaker.htm>), so please check it regularly prior to the conference for important announcements, guidelines, deadlines and applicable forms. If necessary, please authorize this email ([acnpconference@jspargo.com](mailto:acnpconference@jspargo.com)) to be received by your email account so that future bulletins do not end up in a "junk/spam folder".

### **SESSION ASSIGNMENT**

Please note that the conference schedule (and your assignment) is still SUBJECT TO CHANGE. If a change is necessary, you will be advised as soon as possible.

### **TIMELINE / DUE DATES**

- September 8 – Speaker Registration
- September 8 – Hotel Reservations
- September 8 – Speaker Release Form
- September 13 – Submit Presentation for inclusion in Conference Handout notebook

### **SPEAKER EXPENSES**

Each selected conference presenter will receive the following expenses and accommodations:

- Complimentary one-day registration or a \$185 credit towards a full registration package (which can not exceed the value of the full a registration package);
- Hotel accommodations for one night per session; and
- \$250 per session honoraria. The honoraria will only be provided to the primary presenting author (One per session). If a session has more than one speaker listed, one speaker must be designated to receive the honorarium. Contact Kim Fletcher at ACNP to designate the recipient.

Any sponsorship of individual educational sessions is subject to additional rules and regulations by ACNP. Please contact ACNP at [acnpconference@jspargo.com](mailto:acnpconference@jspargo.com) for further information.

### **SPEAKER REGISTRATION**

In order to receive the applicable conference registration credit, all confirmed primary speakers must register via FAX or MAIL only (online registration is not available). Be sure to include your abstract number on your form. If you have not yet registered and need to download the necessary form, please visit [www.acnpconference.com](http://www.acnpconference.com). Once registered, you will receive an email confirmation and your registration materials will be available for pickup onsite at the Speaker Ready Room (see below).

### **SPEAKER HOUSING**

**In order to receive the applicable housing credit, all confirmed primary speakers must register via FAX or MAIL only** (online housing reservations are not available) through the ACNP official housing company and NOT directly with a hotel. **Be sure to include your abstract number on your form.** If you have not yet reserved your room and need to download the necessary form, please visit [www.acnpconference.com](http://www.acnpconference.com). Once reserved, you will receive an email confirmation indicating your assigned hotel.

### **SPEAKER RELEASE FORM**

Please visit [www.acnpconference.com](http://www.acnpconference.com)

## **ONSITE MATERIALS/HANDOUTS**

**SUBMISSION DEADLINE IS SEPTEMBER 13<sup>th</sup>.** Powerpoint format is preferred. If you will not be using powerpoint, please advise ASAP. Please submit the **ACTUAL POWERPOINT PRESENTATION and DO NOT SEND A .PDF VERSION OF THE FILE.** Please see additional details below regarding your presentation:

- ACNP will publish an official Conference Handout notebook for distribution to all registered attendees. Each session's printed slide presentation will be **limited to a MAXIMUM OF 30 SLIDES** for inclusion in this Conference notebook; *however the slide presentation you use on-site is not subject to these limitations.*
- Powerpoint format is preferred (please do NOT send a .pdf of the presentation)
- Mac formats cannot be accommodated
- For inclusion in the Conference Handout notebook, **handout slides must be received by close of business WEDNESDAY, SEPTEMBER 13, 2006.** Presentations submitted that exceed the max quantity will NOT be published and will be returned to you for editing by the submission deadline, or the ACNP Clinical Conference Committee will publish the first 30 slides in the submitted presentation.
- If powerpoint slides are not received by this deadline the Conference Book will indicate that "no session slides were provided by the speaker".
- Please **submit your slide presentation on a CD-ROM or disk:**
  - ACNP  
c/o J. Spargo & Associates; Attn: KYoung  
11208 Waples Mill Road, S-112  
Fairfax, VA 22030  
(703) 631-6200  
*indicate your abstract ID on the CD*    **OR**
  - [acnppublications@jspargo.com](mailto:acnppublications@jspargo.com) - *indicate your abstract ID in the "re." field*
- **For your onsite presentation, you are NOT limited to 30 slides.**
- Presentations submitted onsite with audio, video or special effects *may not* function properly and are not recommended for use. Mac formats cannot be accommodated.
- If the submission deadline is missed OR if you wish to have additional handouts that supplement those provided for the Conference Notebook, you may copy them at your expense and distribute them at your session.
- **Your presentation will be limited to 60 minutes; 50 minutes for presentation and 10 minutes for Q&A.**
- Session chairs will contact their respective presenters prior to the Conference.

## **PRESENTATION TIPS**

- Powerpoint format is preferred. If you will not be using Powerpoint, please advise ASAP.
- Maintain consistency among your slides – limit fonts to two, use "common" standard fonts like Times New Roman, Helvetica or Arial. Use contrasting color for backgrounds and text (preferably a dark background with light text).
- Fonts should be no smaller than 24 points – never reduce font size to fit all words on one slide...create bullet points or use an additional slide. If you can easily read your slide while holding it at arm's length, your text is large enough.
- Never used red text in a projected slideshow. White and yellow work best. And try not to use all capital letters as they are harder to read.
- Plan your talk and the number of slides to allow for a relaxed pace. One slide per one to three minutes is a good rule.

### **AV & ROOM SET**

Each presentation will be audio taped and EACH MEETING ROOM will contain the following audiovisual equipment:

- LCD projector
- computer – PC based, not Mac (We ask presenters to use the computer provided in the session room to facilitate the transition between sessions)
- screen
- standing lectern and microphone
- Laser pointers will not be provided

### **SPEAKER READY ROOM**

There will be Speaker Ready Room onsite at Disney's Coronado Springs Resort (specific room TBD). Registration materials (badges, ribbons, totebags, etc.) and honoraria checks will as be distributed from this office.

**ALL presenters must check-in** at the Speaker Ready Room as we will need to collect an **electronic version** (from a flash/pen drive or CD) of the presentation you will use onsite during your session. If you are scheduled as a **morning speaker**, we ask that you check-in at the Speaker Ready Room the DAY PRIOR to your session. If you are scheduled as an **afternoon speaker**, we ask that you visit the day prior or no later than 9am the day of your session. This presentation will be downloaded to the computer in the meeting room for use by you during your session. Your specific meeting room assignment will also be confirmed with you during this process.

Thank you for your continued interest in the 2006 ACNP National Clinical Conference. We look forward to seeing you in Orlando!

Sincerely,

Michelle Ashby, MSN, CRNP  
Program Committee Chair  
2006 ACNP National Clinical Conference

Disney's Coronado Springs Resort  
Orlando, Florida  
October 11 – 15, 2006

Questions: [acnpconference@jspargo.com](mailto:acnpconference@jspargo.com) or call, 888-243-7419 (8:30-5pm EST)