Thank you again for speaking at the upcoming 2006 ACNP National Clinical Conference in Orlando. This final Bulletin outlines a few final reminders and necessary items for your review in preparation for your session and is being sent to ALL ACNP speakers (ed sessions, workshop and plenary speakers) so some details may not be applicable to all speakers. Please take a few minutes to thoroughly review:

SPEAKER READY ROOM
There will be Speaker Ready Room onsite at Disney's Coronado Springs Resort (Sonora A, phone: 407-939-3670). Registration materials (badges, ribbons, totebags, etc.) and honoraria checks will as be distributed from this office.   Scheduled hours of operation:
Wednesday, October 11   7AM - 7PM
Thursday, October 12   8AM - 5PM
Friday, October 13   8AM - 6PM
Saturday, October 14   8AM – 4PM

If you have ANY questions regarding procedures, your session, or an unexpected change in your arrival plans, please call the phone number listed above during the hours listed.

ALL PRESENTERS MUST CHECK-IN. This will help us to verify your arrival and we need to collect an ELECTRONIC VERSION (from a flash/pen drive or CD) of the presentation you will use 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 will also be confirmed with you during this process.

AIRPORT TRANSPORTATION
ACNP attendees with a confirmed reservation at Disney's Coronado Springs can take advantage of Disney's complimentary airport transportation and baggage service, Disney's Magical Express. To utilize Disney's Magical Express, please call 407-827-6777. Please click here for complete information. Attendees must book Disney's Magical Express PRIOR TO ARRIVAL in Orlando.

ONSITE MATERIALS/HANDOUTS
-- ACNP will publish an official Conference Handout notebook for distribution to all registered attendees. Attendees will receive this notebook when they pick up their registration materials. EXTRA COPIES WILL NOT BE AVAILABLE.

-- If you missed the presentation submission deadline (September 13) OR if you wish to have additional handouts that supplement those provided for the Conference Notebook, you may copy them at your expense and they must be distributed by you at your session.

-- The slide presentation you use onsite DURING your session does NOT have a slide quantity limitation. You must submit your actual presentation upon arrival, in the Speaker Ready Room (see above). Presentations submitted onsite with audio, special effects, video and/or in Mac formats cannot be accommodated.

-- Each session track chair will be contacting their respective presenters prior to the Conference. Please visit the Speaker Ready Room if you need to try to reach your assigned Track Chair while onsite.

AV & ROOM SET
Some session rooms will be audio taped (only with speaker permission) and EACH Educational Session will contain the following audiovisual equipment only:
-- LCD projector
-- computer – PC based, not Mac
-- screen
-- standing lectern and microphone (mic if required in room)
-- Laser printers will not be provided.

A "badge scanner" will be placed at each entrance. Each attendee will be required to scan their badge prior to entry into the session. This is for attendance verification ONLY and completion of the CE process is still required at the CE Center.

YOUR SESSION INFORMATION
Please plan to ARRIVE at your assigned meeting room at least **30 MINUTES PRIOR** to your session's start time, or at the close of the preceding session, in order to run through the presentation with the AV Tech.

The presentation that you will have previously submitted onsite in the Speaker Ready Room will already be installed on the computer inside the session room. You will need to locate and open the applicable presentation in order to proceed with your session. The laptop will be located by the lectern and your presentation will be advanced by you as you move through your speech.

Your presentation will be limited to 60 minutes; 50 minutes for presentation and 10 minutes for Q&A.

PHOTOCOPYING / BUSINESS CENTER
There is a full-service Business Center at the hotel, however it is suggested that all of your photocopying needs are completed prior to your arrival (for any additional handouts, etc.). If you have any copying needs while onsite during the Conference, please check with the Business Center.

Cyber Café and Continuing Education (CE) Kiosk
Located in the Registration area and will be open during the following hours:

Thursday, October 12	6:00 am -7:00 pm
Friday, October 13	6:30 am – 6:00 pm
Saturday, October 14	6:30 am – 7:00pm
Sunday, October 15	7:00 am - 11:30 am (CE Station only in satellite location)

REGISTRATION and EXHIBIT HOURS
Registration:

Wednesday, October 11	7:00 am – 7:00 pm
Thursday, October 12	6:00 am -4:00 pm
Friday, October 13	6:30 am – 6:00 pm
Saturday, October 14	6:30 am – 4:00pm

Exhibit Hall Hours:

Friday, October 13	10:00 am – 2:00 pm
Saturday, October 14	10:15 am – 1:30 pm

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. Blue background with white and yellow print are most easily visualized. 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.

We look forward to seeing you in Orlando,
Michelle Ashby, MSN, CRNP
Program Committee Chair
2006 ACNP National Clinical Conference
Disney's Coronado Springs
Orlando, Florida
October 11 – 15, 2006

Questions:
PRIOR to OCTOBER 11: acnpconference@jspargo.com or call, 888-243-7419 (8:30-5pm EST)
ONSITE: please visit the Speaker Ready Room

Additional details are posted 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.