

SPEAKERS/COORDINATORS INFORMATION SHEET

Thank you for taking the time to be a presenter at the next IN-PERSON California Unified Program Annual Training Conference, and for your generous contributions of time and effort to the 25th Anniversary 2023 CUPA Conference. Below you will find speaker information for the week March 20-23, 2023. It has been decided that this conference is completely an IN-PERSON Conference, and we are excited to see you there, so “no zooming in” this year!!

Attached is the final conference program <https://www.calcupa.org/CMS15/dropbox/CUPA-2023/agenda2023.pdf>

Online scheduled agenda where you can sign up for sessions
<https://www.calcupa.org/agenda/index.html>

Please make sure to review the program at your session day, time and meeting room. We want to make sure your session goes the length of time listed in the program. If you are not planning the timeline as presented on the program, let us know right away because it determines the REHS & ICC contact hours.

We are offering a **speaker Train the Trainer training session** to help you plan your presentation and get ideas to plan for a successful presentation on February 23 from 1:30pm-4pm. Zoom invite link
<https://us02web.zoom.us/j/87385579734?pwd=T0haS0U1L3VvNXRacHo2bUZ5R0x3QT09>

You are registered for the day(s) you are presenting. If you plan to stay longer, we just ask that you pay the registration fee on the other days you plan to attend.

1. **Speaker's list** at <https://www.calcupa.org/speakers/browse-speakers.html>
2. **Your Presentation** — Please use the PowerPoint template provided on the website and post your presentation material or handout in your profile at www.calcupa.org two weeks before the conference. Just log into your profile, click Training, Annual Conference, SPEAKERS tab and click <https://www.calcupa.org/conference/speakers.html#presentations>

The Manage My Presentations option, then click the green plus sign on the right side of the page to upload a new presentation. **Please post a pdf file.** You can add/edit/delete as many presentations as you need. If you need assistance, email your presentation to our webmaster@calcupa.org and we will get it posted for you. Please bring your presentation on a flash drive including any videos. Bring your power point presentation on a flash drive to the conference.

<https://calcupa.org/auth/index.html?continue=/speakers/browse-presentations.html>

Please prepare presentations with a font size no smaller than 18 but up to 38 is best for people being able to read the screen from across the room. It is also best to limit each slide to six bullet points, so it is not too busy. We would like to post all final sessions on the website in pdf. Posting your presentation online in advance helps provide attendees a chance to print out the presentation prior to arrival. If you want to provide handouts, please bring 100 copies of your handouts for your audience. We will not be providing copies at the conference.

Length of Session - Your presentation needs to fill the entire time listed in the conference program because of continuing education requirements so please plan your sessions accordingly.

- A. To post your session your Filenames should include the session#, session title, presenter name, as part of the filename: M-A1-Title of Session.presenter name.ppt
 - B. When a question is asked, please have the Session Moderator put the wireless mic on the person asking the question and re-state the question so everyone in the session can hear the question.
3. **SLIDO** is available to use with your power point slides. This takes advance set up. If you are interested in using SLIDO with your presentation you must inform the webmaster at least two weeks before the conference, Tim Snellings webmaster@calcupa.org and post your ppt so he can set it up for you. This system allows for audience participation using their cell phone or device to answer questions during the session.
4. **Audio Visual Equipment from PRO-AV onsite**—This year we have 13 concurrent tracks/sessions. Microphones, podium, sound, screen, laptop computer with PowerPoint, audio sound, laser pointer, computer projector and internet will be available in each room for speakers. Mics are clip on and/or wireless. If you need any other AV needs please let us know as soon as possible so it can be added to your meeting room in advance.
5. **Setting Up Your SESSION at the Conference**—Each speaker is required to check in at the Registration Table in front of the Platinum Ballroom, Speaker Area before their session. You will receive a name badge, conference materials, lunch ticket and speaker gift. An AV person will be available at the hotel to assist you in setting up. Arrive early to check out the equipment (before your session begins, or on the break of the previous session if your session begins mid-morning or mid-afternoon).
6. **Introductions** - A CUPA Forum Board member or Track Coordinator will introduce each speaker(s). If the presenter is a CFB member, then they will do introductions.
7. **Meals & Receptions**— Your lunch ticket will be available for you when you check in at the registration desk. We have complimentary breakfast available in the ballroom on Tuesday, Wednesday and Thursday and lunch Monday - Thursday complimentary the day you are presenting.

The Welcome Reception on Monday 4:45-6pm, Tuesday from 4:45-6:00 pm along with the Tuesday night CUPA CUP Corn hole tournament in the Platinum Ballroom with the Exhibitors 7-9pm. The Vendor-Sponsored Reception with hors d'oeuvres & no-host bar and live music from 4:45-6:45pm on Wednesday evening. Please join us if you are available for these complementary events.
8. **Hotel & Parking**—The conference is at the Anaheim Marriott (reservation details listed below). Self-parking for conference attendees is \$19 daily and \$23 overnight. Speakers may receive complimentary self-parking validation on the day they speak at the Registration desk.
9. **Session Rosters** - Presenters can email your attendees in advance of your session. The session roster option is available for Speakers. Just go to the session for which you are a speaker on your Itinerary and you'll see the following (Session Roster, Also click on Details): If you need help getting presentations posted to your profile for your session you can email the webmaster for additional support webmaster@calcupa.org Online scheduled agenda <https://calcupa.org/agenda/index.html>
10. **Speaker Ready Room** is downstairs in Desert Springs Meeting room – Speakers can use this room Sunday – Thursday during the conference to prepare or relax quietly or grab some ice water.

11. **Speaker Emergency** – If something comes up please let your Track Coordinator know or call the Conference Manager, Sheryl Baldwin Sheryl@calcupa.org at 530-363-0027.

12. **We plan to video tape** the following sessions and will provide you with lapel mics. The sessions highlighted in peach are the sessions being planned for video taping on the pdf program <https://www.calcupa.org/CMS15/dropbox/CUPA-2023/agenda2023.pdf>

We are expecting between 1600-2000 or more people attending the conference. Thank you for your contributions to help make this conference such a success. We hope this addresses your needs and any questions. On behalf of the CUPA Forum Board and the State agency conference sponsors, we sincerely wish to thank you for volunteering your time and expertise at the 2023 Unified Program Conference!

Marjorie Terrell, Co-Conference Chair, San Mateo County Environmental Health

Matt Kauffman, Co-Conference Chair, Contra Costa County Environmental Health

Jason Boetzer, Co-Conference Chair, CalEPA

Kristen Ward, Co-Conference Chair, San Bernardino County Fire Department

CALORNIA CUPA FORUM

Sheryl Baldwin, Conference Manager

530-676-0815 Office

530-363-0027 cell/text

www.calcupa.org

Marriott hotel reservation links open till 2/24/2023 Conference venue

700 West Convention Way, Anaheim, CA 92801

hotel overnight parking \$23, daily parking \$19

Attendee:

<https://book.passkey.com/gt/218557934?qtid=ff55caf7414b891bc68dc899839ac5f6>

Federal Per Diem:

<https://book.passkey.com/gt/218557961?qtid=e24c2c2509103ea2a41fc0582f25daca>

State Per Diem has rooms available

<https://book.passkey.com/gt/218557960?qtid=950472b48d55dde62e53781525ff8163>

Hilton Anaheim (directly across the street from the Marriott) cut off to get room is 3/3/23

777 W. Convention Way, Anaheim, CA 92802

hiltonanaheimhotel.com

Group Name: CalCUPA

Rate: \$189.00

Call-in #: 877-776-4932

Weblink: <https://book.passkey.com/go/CalCUPA2023>

Cancellation Policy: 72 hour cancellation

Overnight Self Parking \$29.25