

**SUBJECT: Materials Shipping Instructions for CA Charter Schools Conference Presenters**

Thank you for agreeing to present a session at the 19th Annual California Charter Schools Conference.

Below are instruction regarding how to mail presentation materials/handouts to the California Charter Schools Conference. January 27th is the first day that shipments will be accepted.

To view this information online and to download PDFs of the shipping labels, please visit [http://charterconference.org/CCharter/2012/presenters/speaker\\_info.php](http://charterconference.org/CCharter/2012/presenters/speaker_info.php) and see Shipping and Hand Delivery Instructions. We typically advise making at least 50-75 copies per breakout session.

Due to the size of the Sacramento Convention Center and the number of other shipments, your shipment must go through the decorator- NexxtShow. You cannot ship directly to the convention center. **NexxtShow must receive your shipment in their warehouse between January 27 and February 21, 2012 in order for it to be transported to the convention center.** Otherwise, please plan to hand-carry your materials with you to the conference. You may also be able to ship to the hotel at which you're staying but you should contact the hotel directly to arrange for your shipment.

**For Breakout Sessions**, shipped or hand delivered materials will be delivered to your room for your convenience, or you can pick up your shipped materials at the Creative Solutions counter at Registration after 2 pm Monday, February 27th. **For Poster Sessions**, you can pick up your shipped materials at the Creative Solutions counter at Registration after 2 pm Monday, February 27th.

If you would like to ship your hard copy handouts to the conference, please follow the advance shipping instructions to make sure your shipment is received on time. Otherwise, please plan to hand-carry your materials.

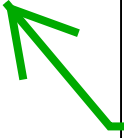
## **ADVANCE SHIPPING INSTRUCTIONS**

**SHIPPED materials must be received between Friday, January 27 and Tuesday, February 21, 2012.**

ADVANCE SHIPPING address labels must read as follows:  
(Prepare 2 DIFFERENT labels per box. Label top of box, no side labels)

Label 1.

To "CA CHARTER CONFERENCE 2012 Show Mgmt: Session Materials"  
Presentation Day:  
Start Time:  
Location:  
Session Title:  
Presenter Name:  
Presenter cell phone number:  
Box # \_\_\_\_ of # \_\_\_\_



**MUST have this line**

Label 2.

For: CA Charter Schools Conference 2012  
c/o YRC/NexxtShow  
3210 52nd Ave  
Sacramento, CA 95823

Please submit the following important information to help us track your shipment in the event that your materials do not arrive on schedule. Please visit the submission login at: [http://charterconference.org/CCharter/FORMS/CFP/cfp\\_login.php?formid=2402997](http://charterconference.org/CCharter/FORMS/CFP/cfp_login.php?formid=2402997). You will reaccess the submission system with your email and password. Click on the title of your presentation, then [edit this section] for the Materials Shipping/Delivery page.

OR you can e-mail the following to [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu) with the subject line "Session Advanced Shipment:"

1. Name of individual responsible for shipping
2. Phone number of person responsible
3. Email address of person responsible
4. Presenter(s)' name(s)
5. Onsite cell phone number of presenter(s)
6. Description of the shipment
7. Number of boxes
8. Carrier
9. PRO number or shipping ID number
10. Date of pickup, and scheduled date of delivery
11. Weight of shipment if known

**HAND-CARRIED INSTRUCTIONS:**

If you plan to hand-carry your materials to the conference, you can still leave your materials for hold at the Creative Solutions counter at Registration, or for breakout sessions, these can be delivered to your presentation room. Session handouts may be dropped off at the Creative Solutions counter at Registration after 2 pm, Monday, February 27th.

Please label your box(es) as follows:

To "CA CHARTER CONFERENCE 2012 Show Mgmt: Session Materials" Presentation Day: Start Time: Location: Session Title: Presenter Name: Presenter cell phone number: Box # ____ of # ____
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If you are planning to hand-carry your materials to the event but would like to store them with us during the event, please let us know so we can plan space accordingly. Please visit the submission login at:

[http://charterconference.org/CACharter/FORMS/CFP/cfp\\_login.php?formid=2402997](http://charterconference.org/CACharter/FORMS/CFP/cfp_login.php?formid=2402997) .

You will reaccess the submission system with your email and password. Click on the title of your presentation, then [edit this section] for the Materials Shipping/Delivery page.

OR you can e-mail the following to [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu) with the subject line "Session Material Delivery:"

1. Name of individual responsible for carrying materials
2. Phone number of person responsible
3. Email address of person responsible
4. Presenter(s)' name(s) – if different than who is delivering materials
5. Onsite cell phone number of presenter(s)
6. Description of hand-carried materials
7. Number of boxes

If you have any questions about your presentation, please e-mail [chartercfp@ce.uoregon.edu](mailto:chartercfp@ce.uoregon.edu).

We look forward to seeing you in Sacramento!