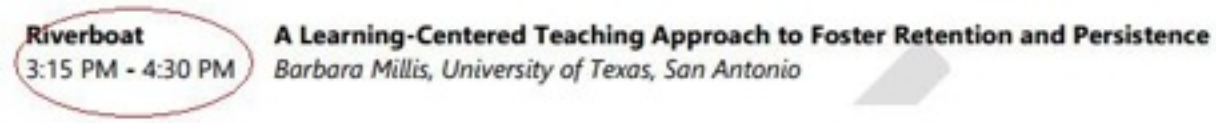
INFORMATION FOR PRESENTERS

We are so delighted that you are presenting at in the 2013 POD Conference "Freedom to Connect, Freedom to Risk, Freedom to Learn" in Pittsburgh, PA. This document provides information about our conference setting – the beautiful, historic, and distinctly non-standard Omni William Penn Hotel.

PRESENTATION ROOMS AND EQUIPMENT

See the draft program at http://podnetwork.org/content/uploads/2013-Program-draft-version.pdf. Find your session by searching for your name using the "search" function in your pdf reader. Once you locate your session in the program, see what presentation room you have. For example:



See below for information about your room (please note that the table does not include non-presentation rooms such as the banquet halls, etc.). ALL rooms have flip charts. Rooms that say "No equipment" do NOT have projectors or audio; these rooms are intended for roundtable sessions. Rooms with LCD projectors do NOT include laptops. If you use a Mac, you must bring your own VGA adapter. Rooms with audio have speakers; rooms without audio do not have speakers. If you are in a room without audio but having sound is imperative, the conference team has a couple of small speaker sets that you may borrow (first come first served the day of your presentation). For technical problems, you may use the house phone in your presentation room and call extension 5665.

Please contact conference co-chair Victoria Bhavsar (vbhavsar@csupomona.edu) if you have questions about your room.

Room	Floor	Chairs	Set-up	Equipment
Allegheny	17	110	Banquet rounds	LCD projector
Monongahela	17	100	Banquet rounds	LCD projector, audio
Greene & Franklin	17	50	Theater rows	LCD
Riverboat	Penn level	160	Banquet rounds	LCD projector

Sternwheeler	Penn level	250	Banquet rounds	LCD projector
Three Rivers	Penn level	200	Banquet rounds	LCD projector
Conference A	Conference level	180	Banquet rounds	LCD projector
Conference B	Conference level	90	Banquet rounds	LCD projector, audio
Conference C	Conference level	40	Banquet rounds	LCD projector
Frick	Conference level	160	Banquet rounds	LCD projector
Oliver	Conference level	18	Conference	NO equipment
Parkview East	Conference level	18	Banquet rounds	NO equipment
Parkview West	Conference level	14	Conference	NO equipment
Carnegie I	Conference level	16	Banquet rounds	NO equipment
Carnegie III	Conference level	58	Theater rows	LCD projector
Heinz	Conference level	10	Banquet rounds	NO equipment
Phipps	Conference level	70	Theater rows	LCD projector, audio
Vandegrift	Conference level	30	Banquet rounds	LCD projector
Oakmont	1st floor	70	Banquet rounds	LCD projector
Shadyside	1st floor	60	Banquet rounds	LCD projector

HANDOUTS AND POSTING TO WIKIPODIA

We cannot confidently predict how many people may attend your session. We suggest bringing 30-50 copies of your handouts or materials. We strongly encourage you to place your materials on Wikipodia so they are available to everyone! Go to https://sites.google.com/a/podnetwork.org/wikipodia/ to request access to Wikipodia. Please contact Wikipodia coordinator Faye Haggar (faye.haggar@usd.edu) for questions about Wikipodia.

INFORMATION FOR POSTER PRESENTERS

Poster presentations will take place in the Riverboat Room on Friday November 8. Authors are expected to be at their posters from 3:45 – 5:45 p.m. Set up any time from 11:00 a.m. on; find your poster number in the program and your numbered poster board in the room. Poster boards are 4 ft x 8 ft; NO table is provided. We will have push-pins available. We encourage you to make 30-50 miniature copies of your poster for handing out, and to put your poster up on Wikipodia as well. We do not have a poster template to share. Please use good poster design practices!

SENDING MATERIALS AHEAD

Packages for the POD conference can be shipped to the Omni William Penn Hotel, 530 William Penn Place, Pittsburgh, PA 15219. In addition to the hotel name, clearly indicate “POD Conference” on each package, the guest’s name for whom the package should be held, and the date of arrival. Send your package such that it will arrive no more than 3 days before the conference. Contact the Omni William Penn Hotel at 412-281-7100 for questions about packages or accommodations. If you are NOT staying at the William Penn, please contact your hotel of residence for package instructions.