

The VoiceOver International Creative Experience



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Welcome to the VoiceOver International Creative Experience

All of us at VOICE are so very pleased you have agreed to be in the amazing cast of presenters at the VOICE convention! Because we want your time with us to be totally stress-free and enjoyable, here are some details you'll want to know.

PLEASE COMPLETE AND RETURN YOUR AGREEMENTS NOW

Depending on your level of participation in our event, you may have several agreements. Your **Booking Agreement, Exhibitor Agreement, and/or Insertion Order** cover a great deal of information about the benefits you receive for presenting a program at our VOICE event and the terms and conditions by which we operate. The appropriate agreements are delivered to you separately, usually as an email attachment, as downloadable links on the page where you registered as a VOICE Presenter, or from your VoiceActing Academy member Home Page.

It is very important that we receive completed, signed agreements as soon as possible so we can begin promoting your appearance at VOICE. Should you have any questions about anything in these documents, please call us at 858 484-0220 M-F between 10am and 5pm Pacific Time. You can mail your signed agreements to the address above or Fax to 858 309-4216. If you Fax anything to us, please send an email or call us so we can confirm receipt.

We'll do whatever we can to help promote your appearance at VOICE. As a Presenter, you will receive a link to your website on our Events & Programs page. If you would like us to link to a page other than your Home Page, please let us know. And don't forget... you are automatically set up as a VOICE Affiliate and can receive a commission for each registration that comes in through your Affiliate Link. Please contact us for instructions on how to set up an Affiliate link.

YOUR VOICE REGISTRATION PROFILE

For security reasons, everyone who attends VOICE, including presenters, panelists, exhibitors, guests, and paid attendees, need to be registered. You are already registered as a VOICE Presenter. We do suggest that you log in to your account and change your password, if you haven't already. Also, please download and review the Registration Package. This document is the same for all attendees, so please disregard anything that does not pertain to you.

You will also need to register for and print your VOICE Badge. The link for this is on the Presenter Links page, [HERE](#). On this page, you'll also find ticketing links for the Red Carpet Reception and Garden Party. Please print tickets for all events you plan to attend. You can reserve your seat and get your ticket for the VOICE Banquet through the main website.

PLEASE SEND US YOUR PROMO MATERIALS ASAP

In order for us to promote your appearance at VOICE as effectively as possible, we need your help! Please send a brief audio "teaser" as soon as possible, and send your photo ASAP as a minimum 150 .jpg or .png file. We'll use your bio and session description from your proposal. The sooner we receive your materials, the sooner we'll be able to get your promo listing on our website. We'll be following-up with you from time to time to remind you.

PREPARE FOR YOUR PRESENTATION

VOICE attendees expect professional training and coaching. Please organize and prepare your presentation so it will flow logically from start to finish. Also, please rehearse your program so you can easily handle any unexpected surprises that might arise at the event. And, finally, if you plan to answer attendee questions (which we encourage), please structure your program so that the Q&A period is at the end of your program.

BOOK YOUR TRAVEL & HOTEL EARLY

If you are coming in from out of town, we suggest that you make your travel plans early to get the best rates. When we receive your completed, signed Booking Agreement, we will confirm your presentation day and time and advise you so you can make your travel arrangements. Please book your hotel room as soon as possible. We've arranged for an excellent room rate at our convention hotel. Hotel information is included in your Booking Agreement and in the Registration Package that you will download from your account. **PLEASE BOOK YOUR ROOM EARLY, AS WE ONLY HAVE A LIMITED NUMBER OF ROOMS IN OUR BLOCK AT THE DISCOUNTED RATE.** If you would like to book additional nights at our event hotel at our deeply discounted group rate, you may do so for up to 3 nights before or 3 nights after our event. See our Booking Agreement for information on your room-night allowance as a VOICE Presenter.

HOTEL ARRIVAL

If you are arriving the day before the conference starts, just relax after check-in and plan on meeting us at the *VOICE Red Carpet Reception*. You may pick up your name badge and show bag at the VOICE Registration Desk any time between 2pm and 5pm. If you are arriving on any of the convention days, after you've checked in to your room, please check in at the VOICE Registration Desk to receive your credentials and show bag. If you will also be exhibiting, you will receive separate instructions on how to deliver exhibit items and other exhibitor information.

A/V EQUIPMENT & STAGE REQUIREMENTS

We need to know your A/V and technical requirements ASAP. You will be providing most of this information when you return your Booking Agreement. However, we know that things change, so if they do – please let us know so we can arrange for your program to run flawlessly. If you are using a PowerPoint Show, we suggest you run it from your computer. We do not provide a computer in the presentation rooms, but we can provide for audio and video outputs from your computer (If you are using a Mac, please make sure you have the correct dongle to adapt your computer's video output to a standard VGA 9-pin connector). If you are using audio playback, video, or PowerPoint, please send a copy of your support materials to VOICE as soon as possible AND bring two (2) copies of the materials to the event. PowerPoint files should be saved or rendered to PPS files (Power Point Show) with all images, fonts, audio, and video embedded in the Show. **This is very important in the event that we might need to play your PowerPoint from a different computer.** Please also include a description of how you will be using the materials and a complete track list or cue sheet of any audio or video playbacks. The copies you send to us will be used to ensure the quality of your materials and will be a backup at the event. The additional copy you bring with you will be your personal backup.

PRIVATE COACHING

We do not include private coaching as a part of the VOICE convention. However, if you would like to offer this to our attendees, you are free to do so under the following guidelines:

- Your personal coaching or consultation may be booked in advance or at your booth, and all arrangements are between you and your student
- You must arrange with the hotel in advance for the space to be used for any coaching you offer. Please let us know ASAP if you plan to offer private coaching.
- You will need to provide any equipment that might be needed for your coaching or consultation.

- You are free to charge whatever you consider to be a reasonable fee for your one-on-one or small group coaching or consultation sessions and all income is yours to keep.
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YOUR PRESENTATION DAY

One of our VOICE Ambassadors will be assigned to assist you on the day of your program. Their job is to make sure you arrive at our Photo Op on time and to make sure you are in your meeting room with plenty of time to set-up and prepare for your presentation.

Please plan to meet your Ambassador and technician at least 15 minutes prior to your presentation. Please bring your laptop (if you're using it) and any materials for your presentation. Although we should be ready for you, we only have short time to make sure your equipment is functioning properly and that the stage is properly set for your presentation.

If you are using a PowerPoint presentation, please bring your laptop to the event. Using your laptop will be more reliable than attempting to run a PowerPoint file from our computer. Please make sure your PowerPoint is rendered to a PPS (Power Point Show) with audio, video, images, and fonts embedded in the file. Running a PPS file is much more reliable than simply opening PowerPoint and running the program from your project or PPT file.

IMPORTANT: Please be sure you know the keyboard command for setting the video output of your laptop so it can be viewed on BOTH your computer AND the video screens.

You will be introduced by one of our room hosts or our Master of Ceremonies. Your Room Coordinator will cue you for your entrance.

ADVERTISING & PROMOTION

Please see your Booking Agreement regarding promotional materials we will need from you, and for information regarding how to prepare, and when to deliver, advertising layouts and/or other materials

PRODUCT SALES

Please remember that your exhibit space is for you to promote your products and services and that you are responsible for staffing your exhibit space. Your product sales are non-commissionable and yours to keep. If you are selling products in the Exhibit Hall, you can go there immediately following your presentation. If you use your computer or other equipment during your presentation, your Ambassador will gather them and bring them to you, if you like.

IMPORTANT: Please limit sales to your Exhibit Hall booth. Your presentation is NOT the place to sell your products or services, and although you may briefly mention what is available at your booth during your presentation, any serious selling may result in a breach of your Booking Agreement. Please see your agreement for details.

NETWORKING OPPORTUNITIES

We encourage you to stay for our entire convention if at all possible, if for no other reason than for our attendees to meet and get to know you better. You will also have many opportunities to meet with our vendors and other presenters.

We thank you in advance for agreeing to be part of the VOICE convention. Please let us know if you have any questions or require any assistance.

The VOICE Staff

James Alburger – Executive Producer
 Penny Abshire – Executive Producer
 Curt Byk – Director of Sales

Denise Chamberlain – Event Manager, Presenters
 Pierre Charmasson – Event Manager, Technology
 Tammy Trujillo – Event Manager, Ambassadors