



“How Your Program Works” VOICE Presenters and Panel Moderators

You’ve, no doubt, got some questions about how your program at VOICE will work. This Faq sheet will answer most of your questions.

WHO WILL ANSWER MY QUESTIONS ABOUT VOICE?:

Your original contacts will be either Jams Alburger or Penny Abshire, who can answer any and all questions.

After we receive your Presenter Booking Confirmation & Agreement, our VOICE Event Manager will become your primary contact. This staff member will send you an introductory email and will follow-up with you to make sure you are on schedule to meet any deadlines that might apply to your program (i.e. Handouts, A/V backups, Ad layouts, Show Bat inserts, etc.)

WHY REGISTER AS A VOICE PRESENTER OR PANELIST?:

In order for us to efficiently manage your registration as a VIP Presenter we need for you to sign up as a Presenter through our VoiceActing member site. Your registration adds your VOICE VIP status to either a new account or adds it to your existing account. (You would already have an account if you have ever signed up for one of our Free Conference Calls.) Your member account is where you will be able to download your VOICE registration package and the assorted forms that we will need from you.

If you have NOT already registered as a VOICE Presenter, please [CLICK HERE](#) or go to www.bit.ly/voicepresenter2012 .

If you are moderating a panel, your panelists will also need to register so that we can get them the information they will need in order to get their VIP credentials for the convention.

When your panelists are ready to confirm their appearance on your panel, please ask them to sign-up as a panelist at this link: www.bit.ly/voicepanelist.

WHAT’S WITH ALL THIS PAPERWORK?:

As you know, VOICE is a major convention and there are a tremendous number of details that need to be dealt with. This requires a certain amount of paperwork so we can make sure the convention and your program run smoothly. We are constantly reviewing our processes to reduce the paperwork and improve efficiency, so if you have any suggestions, please let us know.

We realize that it may appear like a lot of paperwork, but you can complete most of the forms in your browser and then print them to be mailed or fax’d. We really appreciate you taking the time to help us help your program to be the best it can be.

Here are the things we'll need from you ASAP. All of these are in the downloadable .zip file you will get when you sign up through the above link.

1. **Your Presenter Booking Confirmation and Agreement Detail** – this is our complete VOICE booking agreement. The “short-form” contract we initially send to you when your program is accepted will confirm your appearance at VOICE. The “long-form” details your benefits as a Presenter and the terms and conditions of your booking. We need a signed copy of the signature page of the short-form returned to us before we can promote your appearance at VOICE.
2. **Your Presenter Program Information Form** – This is a fairly long form that gives us all the details of your program. We need this returned ASAP so that we can plan for the technical arrangements of the convention. Your technical requirements may affect where you are placed in the convention schedule and/or which meeting room you will be in. The sooner you can get this to us, the better.
3. **IRS W-9** – Technically, we are not compensating you monetarily for your presentation at VOICE. However, we are reimbursing you for certain things and providing some “in kind” benefits. The IRS W-9 form is primarily a formality to keep our CPA happy in knowing that we have the proper information available in the event that our monetary compensation might exceed the IRS guidelines.
4. **Your Photo** – Generally, we request a good quality color photo of you as a .jpg or .png file at the time you send us your RFP form. If you did not email us the image file when you sent your RFP, please get your photo to us ASAP. We'll need your picture for our website and email promotions of your program.
5. **Your Audio Teaser** – This is simply a dry voice description of your program and how VOICE attendees will benefit from attending your program. This goes on our Presenters web page and should run about a minute or so. Shorter or longer is not a problem.
6. **Your Panelist List** – If you are moderating a panel program, we'll need a list of your panelists as soon as you have them confirmed. This is in addition to asking your panelists to sign up through the link above. We need your panelist's names for the website and promos. We need their email addresses so we can complete our Presenter Booking Agreement to send to them.

I'M ORGANIZING A PANEL... WHAT ELSE DO I NEED TO KNOW?:

Unless you tell us otherwise, we'll schedule your panel program on a day and time where we feel it will best fit in the convention program schedule. If your panel needs to be scheduled in the morning or afternoon, please let us know ASAP so we can make the adjustments. We need to lock in your program day and time before we send out your Panelist Booking Agreements.

Here's what you can tell your panelists they will receive from VOICE in exchange for their participation on your panel:

1. A complimentary VIP Pass to the VOICE convention for the day of your program. This gives your panelists free access to all of our programs and the Exhibit Hall. If your panelists would like to attend the full convention, please ask them to contact us for a link to a special discount registration page.
2. One complimentary admission to our Red Carpet Reception and the VOICE Garden Party. (Extra charge events are not included). There may be a door charge for the Red Carpet Reception for guests and those not attending the convention.
3. Complimentary valet parking on the day of your program only. We will either validate or reimburse your panelists for their valet parking (not including tips). Depending on our location, we may or may not be able to validate parking on-site. If we cannot validate, your panelists may send us the receipt for their parking and we will reimburse their parking fees for the day of your program. Be sure you ask your panelists to get a receipt for their parking.
4. Your panelists may take advantage of our Hotel room group rate and any other discounts that are available to our convention attendees. Access to these discounts is through the menu link at www.VOICEconvention.com.

5. Please ask your panelists to send us a good quality color photo as a .jpg or .png file to info@voiceconvention.com. We'll need their photo for our promotions and the website.

HOW WILL MY PANELISTS GET THEIR REGISTRATION PACKAGE AND OTHER MATERIALS?:

When your panelists sign up through the link above, they will be immediately directed to a web page where they can download the documents and paperwork they will need. They can also log in to their VoiceActing account to access the special web page and download files. Everything they need to know is explained on the web page and in the documents. If your panelists have any questions, you can direct them to your Event Manager or ask them to call us directly.

DO YOU NEED BIOS FOR MY PANELISTS?:

No, we do not need a full bio for your panelists. A short bio or credentials should be part of your introduction of your panelists at the beginning of your program.

HOW WILL MY MEETING ROOM BE SET UP?:

These are the sort of details that will go on the Program Information Form. You can request specific details for your room and we will do what we can to accommodate.

All meeting rooms are equipped to handle audio and video playback from your computer, which is the preferred playback medium. There will be a video projector and screen in each room as well as the necessary cables to connect a VGA video output and audio output from your computer. We do not provide for CD or DVD playback, or overhead projector unless you specifically request that equipment. The main stage is also equipped with a confidence monitor.

We can give you either a wireless head-worn microphone or a wireless hand-held mic. Each room is set to handle up to 6-10 additional microphones on stage and one or two mics in the audience. If you are coaching from the stage, we encourage you to work with your students at the mics in the audience, rather than bringing them on stage. This will save valuable time. If you require more than 6 microphones for a panel, any special staging or have anything unusual planned for your program, please note that on your Program Information Form so we can make the necessary equipment arrangements.

We only have a very short turn-around between sessions during which your room is reset and your computer connected (if needed). Your room will be set up according to the requirements specified in your Program Information Form. We will not be able to accommodate any last-minute changes.

WHO ANSWERS MY QUESTIONS AT THE CONVENTION?:

We have an entire Staff of volunteer VOICE Ambassadors who are available to assist as needed. On the day of your program an Ambassador will be assigned to personally assist you prior to your program and additional Ambassadors will handle the door check and other room duties before, during and after your program.

ANYTHING ELSE?:

Please read your Presenter Guidelines for additional details and deadlines.

Thank you again for being part of the VoiceOver International Creative Experience.

The VOICE Producing Team