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Please type or PRINT CLEARLY Your Full Name:

Presenter Program Technical Requirements

Congratulations on being accepted as a Presenter for the VoiceOver International Creative Experience.

- **The information requested on this form is intended to help us organize the technical aspects of the VOICE convention. We realize that you may not know the specifics of your program at this time, and that some of your presentation requirements may change between now and the convention.**
- **If you do not have an answer to an item below, or if it does not apply to your program, please make a note in the space provided. If you leave an item blank, we will assume it does not apply and we may not be able to provide it at the last minute.**
- **Please note that the scheduled day and time of your program is subject to change. If there is a day/time noted below, this is where we currently have you scheduled. If a change is required, we will contact you to let you know of the change. And if you have a conflict with the scheduled day/time, please let us know ASAP.**
- **Please print and return all pages.**
- **MAIL THIS ENTIRE DOCUMENT** to VOICE, 13639 Freeport Rd., San Diego, CA 92129.
- **Or Fax all pages to 858 309-4216.**

The information in this form is NOT part of your booking agreement, but DOES fully support the terms and benefits of your signed agreement.

Please initial and return pages all pages as soon as possible.

Please initial before continuing to next page: _____

Addendum

Presenter “Handouts”

If you intend to provide printed “handouts” or notes to attendees as part of your presentation, please read this addendum thoroughly.

NOTE: VOICE is going “Green” by reducing the amount of paper we create for the convention.

In order to provide our attendees with the support materials for our programs, we are asking our Presenters to provide their seminar handouts as PDF files that VOICE attendees can download or print prior to the convention. We know that many attendees will be using iPads, a laptop, or other portable devices to view seminar notes, and that some will print the notes in advance for programs they plan to attend.

IMPORTANT:

- Your “handouts” should accurately reflect the sequence of your presentation. Please avoid “out-of-sequence” content.
- Your “handouts” or other support material will be posted in the on-line account for VOICE attendees and possibly on a dedicated web page.
- Your support material will be part of the convention downloads that will be made available to all convention attendees.
- If you are using “handouts” for your program we strongly suggest that you also provide printed “handouts” for distribution at the door as attendees enter your program.
 - We recommend printing double-sided to save on paper and printing costs.
 - You will be responsible for arranging for someone to hand your materials to attendees as they enter your room. Our Ambassador staff will generally not be available to assist with distributing handouts.
 - Your support materials may include whatever advertising you would like to include.

DELIVERY DEADLINE:

Your seminar support materials (handouts) must be delivered to us by no later than 45 days prior to the start of the convention. This will allow ample time for us to upload your file and for attendees to either download or print your material to bring with them to the convention.

MECHANICAL SPECIFICATIONS:

“Handouts” must be submitted in an electronic format as described below. Page layout should be 8.5” X 11”, with 1-inch margins on all sides. You may use color in your layout, but keep in mind that this may cause some frustration with some attendees as color layouts tend to use a lot of ink when printed.

- Please produce your support materials layout at a minimum of 150dpi.
- Please deliver your “handouts” in one of the following formats:
 - As a pre-formatted PDF electronic file. (fonts and images MUST be embedded)
 - As a pre-formatted MS Word document in .doc or .docx format. (please attach the fonts and images used in your layout.) We will render your document to a PDF file.

Electronic files can be sent via email to: info@voiceacting.com

If files are larger than 2MB, please use a service like www.WeTransfer.com or www.YouSendIt.com

Or send via Mail on data CD-Rom to: VOICE, 13639 Freeport Rd., San Diego, CA 92129-3210

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VOICE

13639 Freeport Rd., San Diego, CA 92129-3210 - Phone: 858.484.0220
 info@VOICEconvention.com - www.VOICEconvention.com

TECHNICAL REQUIREMENTS

PRESENTER INFORMATION:				
	Presenter:			
	(required) Best Daytime Phone:	Cell Phone:		
	(required) E-mail:			
	Tentative Program title: This title will be used to promote your program.			
	Scheduled Presentation Day–Time: Please arrive at our Presenter Green Room approximately 30 minutes prior to your start time. NOTE: This time slot is subject to change.			
PROGRAM DETAILS:				
<p>Please confirm the following information and contact us immediately with any corrections or changes. Also, please verify your promotional information on our website at www.VOICEconvention.com Please initial or use your Space Bar to enter an "X" for all YES/NO choices.</p>				
	Additional Presenters/Panelists: ___ Yes ___ No Please list any additional presenters, panelists, or guests who will be part of your program. If you don't know yet, indicate "Don't Know" so we can follow up later. Your guests or panelists MUST be registered in order to have access to your program.			
VOICE USE:	Name:	E-mail:	Phone:	Country:
	Do you foresee any conflict with your topic, recording your program, or its scheduled day or time? ___ Yes ___ No If "yes", please describe.			

Please initial before continuing to next page: _____

INFORMATION ABOUT YOUR PRESENTATION REQUIREMENTS:
Please answer the following questions so we can make the necessary technical arrangements for your presentation. If your requirements change substantially, please let us know. Minor changes will not present a problem. A blank entry will mean the item does not apply.

<p>1. Do you plan to use any "handouts"?</p> <p align="center">___ Yes ___ No</p>	<p>If Yes, please see page 2 of this agreement for mechanical specifications and delivery deadline. All "handouts" <u>must</u> be made available for download by VOICE attendees.</p>
<p>2. What is your microphone preference?</p> <p align="center">___ Head-worn ___ Hand-held</p>	<p>For optimum sound quality, we normally provide our presenters with a head-worn wireless microphone. We do not recommend lavalier mics as they are susceptible to feedback. Unless you have a specific reason for using a hand-held mic, or if you are not experienced working with a hand-held microphone, we highly recommend using our provided head-worn mic. Please indicate your preference at the left.</p>
<p>3. Will you be including audience participation or Q&A during or at the end of your program?</p> <p align="center">___ Yes ___ No</p>	<p>Each presentation room will have at least one or two wireless microphones on stands in the audience (with copy stands) available for audience participation, on-mic coaching, or Q&A. If you require additional microphones in the audience or microphones on stands on stage, please indicate that in box #4:</p>
<p>4. Will you be coaching attendees on stage or in the audience?</p> <p align="center">___ Yes ___ No</p>	<p>I'll need ___ additional Mics on stage & ___ additional Mics in Audience (2 are provided)</p> <p>I'll need ___ mics with ___ copy stands on stage.</p>
<p>5. Do you have any special lighting, sound, or staging requirements?</p> <p align="center">___ Yes ___ No</p>	<p>If Yes, please describe here or on a separate sheet</p>
<p>6. Will you be using your computer on stage?</p> <p align="center">___ Yes ___ No</p>	<p>Please be familiar with your computer's operation or use a wireless remote for PowerPoint presentations. We will have connections for both audio and video outputs from your computer. You can embed audio and video into a PowerPoint Show or use your media player.</p>
<p>7. Will you require audio CD, a DVD player, or an overhead projector? If you are using your computer to play audio, video, or PowerPoint, check No.</p> <p align="center">___ Yes ___ No</p>	<p>Check all that apply: Unless you have a specific need for one of the below, we recommend using your computer for all audio and video.</p> <p align="center">___ Audio CD player ___ DVD player ___ Overhead Projector</p>

Please initial before continuing to next page: _____

<p>8. We hold panel presentations throughout the event. If not already on a panel, would you be interested in organizing or participating in a panel discussion? Most panels are set, but we would like to know your interest in case of cancellations or necessary re-scheduling.</p> <p style="text-align: center;">___ Yes ___ No</p>	<p>I would like to:</p> <p>___ organize a professional panel on the following topic:</p> <p>_____</p> <p>___ participate on a professional panel on the following topic:</p> <p>_____</p>
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ADVERTISING & PROMOTION BENEFITS:

<p>9a. Would you like a booth in the Exhibit Hall?</p> <p style="text-align: center;">___ Yes ___ No</p>	<p>You may request, at no charge, a single 10' X 8' area with 1 draped 3' X 6' table and two chairs in the Exhibit Hall. Additional exhibit space may be arranged at a 50% discount off our normal exhibit space fee. “YES” indicates you would like our Director of Sales to contact you.</p> <p>Exhibit space will be confirmed under a separate agreement. Your Exhibit space is for your use ONLY and may not be shared, transferred, or used to promote a 3rd party business. Sharing your booth space or allowing the sale of products or services by another vendor in your booth will be a violation of your Exhibit space agreement and may result in eviction from the Exhibit hall and/or closure of your booth.</p>
<p>9b. Will you be bringing one or more assistants to help at your booth?</p> <p style="text-align: center;">___ Yes ___ No</p>	<p>I will be bringing ___ assistant(s) to help with my booth. Up to 2 booth assistants may register to attend VOICE events at \$100 off the Early-Bird tuition. You will be sent separate instructions for your assistant's registration. Exhibit Hall assistants NOT attending convention events will receive a complimentary Exhibit Hall Pass. Convention tuition or Exhibit Hall Pass does not include extra-charge events, hotel, transportation, or meals.</p> <p>Please provide your assistant(s) name, e-mail, and phone number here:</p>

Full Convention:	Exhibits Only:	Name:	E-mail:	Phone:

<p>10. Will you be selling products or services?</p> <p style="text-align: center;">___ Yes ___ No</p>	<p>All sales of products and/or services must be from the Exhibit Hall and are non-commissionable. Sales in meeting rooms and other convention areas is not permitted.</p> <p>Your presentation must be education-based and is NOT the place to sell your products or services.</p> <p>You are responsible for staffing your Exhibit Hall booth or sales table.</p>
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<p>11. Will you need to ship products to the VOICE venue?</p> <p>___ Yes ___ No ___ Don't Know</p>	<p>You may hand-deliver to your exhibit booth any products that can be carried by one person. Due to union regulations, any product deliveries that require rolling hand carts or more than one person must be handled by union personnel. You may have your products delivered to your booth at no charge, if needed. Details will be sent to you if you check YES here.</p>
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<p>12. Would you like to write an article for the downloadable VOICE Educational Materials?</p> <p>____ Yes ____ No</p>	<p>To provide additional name recognition and support for your presentation, we encourage you to submit an article for the downloadable VOICE Educational Materials (PDF Downloads). Your article may support your presentation or be on a different subject. Photos and graphics are encouraged. Please follow the guidelines for "Handouts" when preparing your article.</p>
<p>13a. Please select print advertising:</p> <p>____ ¼ page in Program/Guide</p> <p>____ I do not want any print ads</p> <p>13b. Would you like to purchase additional advertising at a discount?</p> <p>____ Yes ____ No ____ Don't Know</p>	<p>A 1/2 page ad in the VOICE Program/Guide is included with your participation as a VOICE Presenter, BUT YOU MUST SELECT HERE TO GUARANTEE PLACEMENT. You may purchase, at a discount, additional advertising in the VOICE Program/Guide or sponsorship of various VOICE activities. If "Yes," we will send you details, prices, and additional information with mechanical specs and deadlines.</p> <p>NOTE: You are responsible for preparation and delivery of your layout for the free Program/Guide ad and for any additional advertising placements. Our Advertising Manager will contact you regarding your advertising insertion. Your ad is for you to promote your personal business, products, and/or services and may not be used to advertise, promote, or market any 3rd party business with which you might be affiliated.</p>
<p>14a. Would you like a free show bag insertion? (You receive 1 as a presenter)</p> <p>____ Yes ____ No</p> <p>14b. Would you like to purchase an additional show bag insertion?</p> <p>____ Yes ____ No</p>	<p>You are responsible for all design work, cost of manufacturing, and delivery to us by the posted deadline. Your show bag insert may be any promotional item, brochure, business card, post card, etc. that specifically promotes you, your business, your products, or your services. Your free show bag insert may not promote any 3rd party business.</p> <p>If Yes, we will send you details, prices, additional information and deadlines.</p>

HOTEL, GROUND TRANSPORTATION & PARKING REIMBURSEMENT:	
<p>Reimbursements:</p>	<p>Upon submission of receipts, we will reimburse the following within 45 days after we receive your original receipts. See your Booking Agreement for details on submitting for reimbursements.:</p> <ul style="list-style-type: none"> • Up to a maximum of \$75 for cab fare, airport ground transportation, and/or parking at the venue. • One night of your hotel accommodations
HOTEL RESERVATIONS & TRAVEL ARRANGEMENTS:	
<p>Hotel:</p> <p>PLEASE NOTE: You are responsible for booking your hotel room.</p> <p>Please book all nights of your stay. We will make the necessary adjustment with the hotel for the night that we are covering.</p>	<p>Please use the Event ID and hotel reservations number in your registration package to book your room at our VOICE convention discount rate. We will cover one night of your hotel accommodations at our discounted rate for a basic room. You must stay at the hotel to receive this reimbursement. Please check one of the items below for our internal tracking.</p> <p>____ I will be booking my hotel room(s) under the name(s) below:</p> <p>Name: _____</p> <p>Name: _____</p> <p>____ I live within driving distance and will not be staying at the hotel.</p>

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