2024 PHOENIX

CSA CONFERENCE

Building Knowledge and Empowering Networks

2024 CSA Conference Speaker Packet

August 26-28, 2024
The Wigwam Resort
Litchfield Park, AZ

Revised 7.26.24

Dear Conference Speaker,

Thank you for agreeing to serve as a speaker at the upcoming *Building Knowledge and Empowering Networks* CSA Conference, to be held Monday, August 26th – Wednesday, August 28th. We are so glad you will be joining us as a speaker, and we look forward to a very successful conference!

Enclosed you will find the following information:
- Deadlines
- About Your Session Type
- Conference Essentials
  - Session Room Information
  - Session Moderator Information
- Hotel Information
- Presentation and Session Guidelines

Note that we have a Speaker Information Page on our website that includes all information and will be continually updated between now and the conference: https://www.csa.us/csa-conference/speaker-information/.

We hope you enjoy your participation in this year's CSA Conference. Please do not hesitate to contact us at conference@csa.us, or call Ann Witherspoon, Conference Chair, directly at 303.951.6571 if you have any questions or concerns.

Thank you!

CSA Conference Planning Committee
800.653.1785
conference@csa.us

Deadlines

Deadlines	
Speaker Bio and Session Detail Changes	ASAP – No later than August 1st
Final PowerPoint Presentations	August 5th
Electronic Handouts for Mobile App	August 5th

Session and Speaker Bio Review and Approval
Please review your session description and speaker bio included on the Schedule/Speakers pages of the conference website (www.csa.us/conference). These longer descriptions will appear on the website and on the Conference Mobile App. If there are any changes needed, including any website or social media links, please send the updates to conference@csa.us.

Session summaries and speaker headshots/info will also be included in the printed CSA Conference Program given to all conference attendees. The conference program will be finalized to go to print on August 1st – no changes are possible for the printed program after that date.

SCSA may make minor modifications/reductions to the bios and/or session descriptions to optimize the fit within the website, mobile app, and printed program.

Final PowerPoint Presentations
If you have chosen to use a PowerPoint in your presentation, please send the final version to conference@csa.us by Monday, August 5th. Please do not send draft versions of your PowerPoint, only the final version. Please also **ensure you have your final presentation with you on a flash drive**. Laptops are provided for use, or you can bring your own, provided it has HDMI compatibility.

Electronic Handouts for Mobile App
If you have chosen to include handouts for your presentation, please send the final version(s) to conference@csa.us by August 5th. **SCSA will not provide attendees with printed copies of any session materials** – we can however upload handouts into the conference mobile app for electronic access.

About Your Session Type

Opening Keynote Session
The Opening Keynote Session at the CSA Conference is a 70-minute session (10 minutes CSA business and 60-minute Keynote) held after breakfast on Tuesday, August 27.

Plenary Session
The Plenary Session at the CSA Conference is a 70-minute session (10 minutes CSA business and 60-minute Plenary presentation) held after breakfast on Wednesday, August 28.

Breakout Sessions
Breakout Sessions are 60-minute presentations which will be held mornings and afternoons each session day of the conference (Tues and Wed). There are three (3) concurrent sessions in a given time slot for regular Breakout Sessions, and two (2) concurrent sessions in a given time slot for Sponsored Breakout Sessions.

Discovery Sessions
Discovery Sessions are 30-minute presentations which will be held during two time slots – right before lunch on Tuesday and on Wednesday. There are three (3) concurrent sessions in each of the two slots.

Workshop Session
The business development workshop at the CSA Conference will be a 3-hour session the afternoon of Monday, August 26, beginning at 2pm.

You are not permitted to exceed your scheduled time. Please plan on a few minutes for introductions and other business to be announced within your session time.

Please arrive at your session room 10 minutes prior to the start of your session to meet briefly with your room moderator and make sure your presentation is set up. There is at least a 10-minute break between all sessions.

Please ensure you submit your PowerPoint in advance by the due date (August 5th) to conference@csa.us - SCSA will combine all session PowerPoints into a

single slide deck and have your slides loaded onto the laptop in your session room to reduce setup time between sessions.

Conference Essentials

When does the conference start/conclude?*
The first event of the conference is the business development workshop on Monday, August 26th from 2:00-5:00 PM. The Welcome Reception is on Monday from 6:30-8:00 PM. Conference registration/check-in will start at 12 noon on Monday.

The conference concludes on Wednesday, August 28th with the Closing Event & Raffle from 3:00-3:40 PM.

*If you are also an exhibitor, please refer to the sponsorship information to confirm start and end times related to exhibitor setup and breakdown.

Frequently Asked Questions

Where is the conference?
The Wigwam Resort
300 E Wigwam Blvd
Litchfield Park, Arizona 85340
Phone: 844-239-1641

The historic, award-winning Wigwam Resort is in Phoenix's West Valley and is 25-30 minutes from Phoenix Sky Harbor International Airport (PHX).
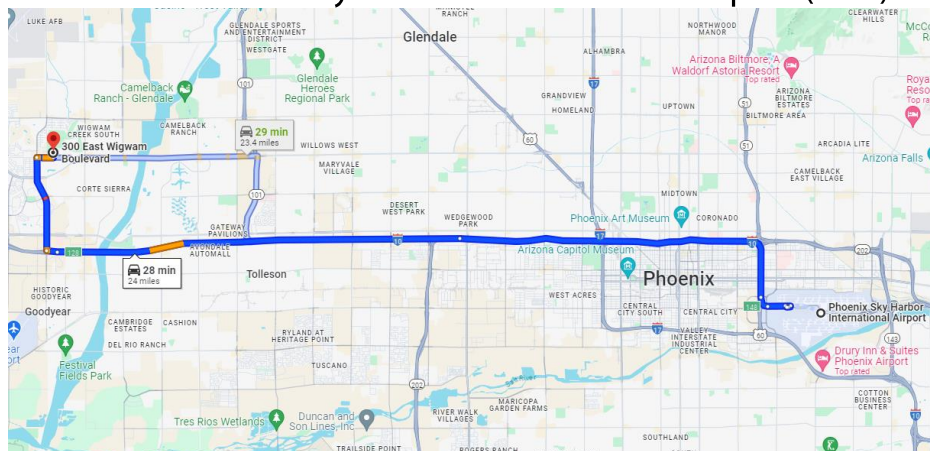
Do I need to make my own travel reservations?
Yes, you will need to arrange your own travel to and from the conference.

Do I need to register as an attendee of the conference?
Yes, all speakers need to be registered as an attendee, and can register at the reduced Speaker registration rate of $300 which allows for attendance at all events and sessions over the three days of the conference. You can find the link to register and the appropriate coupon code on the Speaker Information Page.

What equipment will my presentation room have?
All rooms will include:
- Screen/projector
- Laptop
- Laptop Audio Feed
- Lavalier microphone, and handheld microphone if needed
- Clicker
- Podium

What do Session Coordinators/Session Moderators do?
A session coordinator/moderator will be assigned to each session. They will assist in introducing you and ensuring the session concludes on time. They can also help during Q&A if you take questions at the end of your presentation, and will remind attendees to complete the short session survey at the conclusion of your presentation.

The CSA Conference has a full session and event schedule this year. Please be respectful of all speakers and sponsors and ensure your session concludes on time and does not run into the next speaker or sponsor's scheduled time.

I am a book author and submitted my book information with my proposal – how will book sales be set up?
SCSA will be hosting and managing the conference bookstore. Please complete and return the Consignment Agreement if you would like to have your book(s) available at the pop-up bookstore. All interested authors can participate in the **Book Signing** which will take place during the networking break on Wednesday from 9:20-10:15am. Send any updated book information to conference@csa.us.

Who to Contact?
Speakers will be provided with a staff contact sheet upon arrival at registration for the CSA Conference. Please feel free to reach out to any of the conference staff during the event for assistance.

Hotel Information

The Wigwam Resort
300 E Wigwam Blvd
Litchfield Park, Arizona 85340
Phone: 844-239-1641

The hotel is located in Phoenix's West Valley in Litchfield Park and is about 30 minutes from Phoenix Sky Harbor International Airport (PHX). There is free valet and self-parking on-site.

All conference events will be indoors in the air-conditioning! The resort's rooms are spread on the property, and if you are staying at the resort, you will have a short walk outside from your villa room to the main hotel lobby and conference area. Golf cart transportation is available for anyone needing a ride from their villa to the main building. The Wigwam features 331 elegant rooms, three signature dining venues, 54 holes of championship golf, three pools, and a 26,000-square-foot spa across 440 lush acres.

Hotel Room Block Discount: Be sure to reserve your room at The Wigwam using the SCSA Discount Block link if you need lodging:
https://book.passkey.com/event/50670558/owner/10492044/home.
The discounted rooms ($159/night plus reduced resort fee of $10/day) are available on a first-come, first-served basis and the resort will continue to honor our group discount for as long as they are able to since our original block is sold out.

The resort fee includes:
- Complimentary high-speed internet in guestrooms and public areas
- Complimentary Valet and Self-Parking
- Fitness Center & Motion Studio Access
- Free bike rentals, tennis court usage, and discounted spa services

Check-in time is 4:00 PM and checkout is 11:00 AM. Earlier check-in and/or later check out times can be accommodated as available and through the hotel front desk.

Presentation and Session Guidelines

1. <mark>Presentations that focus on the commercial intent of a product or service are not permitted.</mark> Attendees greatly value the expertise you have to offer – sessions that are overly promotional and not focused on an educational topic are not well received by attendees. You are permitted to mention your company/product/service, but we strongly recommend that you do so at the beginning or end of your session presentation and focus the majority of your time on a purely educational session.
2. Presentations that use a PowerPoint must send their **final versions to SCSA by Aug 5th. Please also bring your presentation on a flash drive.**
3. The CSA Conference does NOT use a PowerPoint template for slides. We do, however, strongly encourage you to use best practices for setting up your PowerPoints and presentations:
   - Do not use fonts that are too small or hard to read.
   - Please ensure you use highly contrasting colors so that attendees can read your slides.
   - Do not include too much text on your slides.
   - Do not read directly from your slides.
4. All session rooms will have a laptop with presentations loaded. Please also **ensure you have your final presentation with you on a flash drive as well.**
   *If you wish to use your own laptop you may. Please ensure your laptop is **equipped with HDMI** ports or please provide your own converter from VGA or thunderbolt ports to HDMI. We will not support connections other than HDMI.*
5. There will be a designated time for testing equipment prior to the start of each session in the room where the presentation is to take place.
6. Please **arrive at your session room no later than 10 minutes prior** to the start of your session.
7. Each session room will include a speaker table which you may use to display your book(s), printed handouts, business cards, etc.

8. We will be providing all presentation handouts to conference attendees electronically. SCSA **will not be responsible for printing or distributing printed materials.** If you would like to provide attendees with handouts, you may do so on your own using your own materials.
9. If you have any unique additional session needs/requests such as real-time polls during your presentation or questions if you plan to ship materials to the Wigwam, please contact us at conference@csa.us to work out the details.

Thank You

Thank you again for your participation as a speaker at the 2024 CSA Conference. We thank you for your support and encourage you to help promote this event to your networks.

Remember - you can find up-to-date information on the Speaker Information page: https://www.csa.us/csa-conference/speaker-information/.

See you in Phoenix!

CSA Conference Planning Committee
conference@csa.us