



# BUSINESS & ECONOMIC FORUM

The Premier Educational Forum for Financial and Legal Professionals

Tuesday, May 14, 2015



Roger Connors  
Partners in Leadership  
27555 Ynez road, Suite 300  
Temecula, CA 92591

Dear Roger,

August 12, 2014

We want to sincerely thank you for your participation in our upcoming Business and Economic Forum on **May 14, 2015**. We also appreciate your dedication of time and talent to help make this event the best it can be.

Your assistance in our role to make your presentation day as smooth as possible is very important. The following dates and information are important for us to meet that goal. Thank you again for your help.

## Important Information and Deadlines for the Event:

### November 14<sup>th</sup> –Bio and photo

We will include information on all speakers and their sessions in marketing pieces, the website and social media, and the event program. Since you are the keynote speaker we ask for two photos, each a different pose.

- Short biography
- High resolution JPEG photo (300 dpi)

### December 5<sup>th</sup> – CE Credit Approval Documentation

All presentation material will need to be submitted for pre-approval for CE credit. As this process is rather lengthy, we request that you submit the following by **December 5<sup>th</sup>** or earlier. This also ensures accurate marketing of the CE credit available for attendees and helps draw participants to your breakout session.

- Title and description of your session(s) to include in programs
- Outline for your session (please make as detailed as possible so it's easy to determine CE viability)
- PowerPoint presentation (a draft is fine but helps in the CE approval process if included)
  - **Please inform us if you have a pre-approved CE presentation and for which organizations (i.e. CLE, CPE, CFP)**

### March 13<sup>th</sup> — Attendance reservations

As our guest, we hope you will join us for as much of the day that you can schedule outside of your presentation. You are more than welcome to attend any of the other breakout sessions. The lunch banquet will be catered by the UVU Culinary Arts School while we are addressed by President Matthew Holland. Please let Vicky know if you will be staying with us the entire day, eating lunch with us, or are only able to stay for your presentation.

## March 13<sup>th</sup> — Handouts or shortened PowerPoint presentation to print for participants:

If you would like to offer a hard copy of either a handout or shortened version of your PowerPoint please email these materials to Vicky by **March 13<sup>th</sup>**. We ask that the handouts be no longer than **four** pages long.

## March 13<sup>th</sup> – Exhibit Booth

If your company has not already taken the opportunity to be a sponsor of the event, we welcome you to take advantage of the many levels of sponsorship we have available. Exhibit booths are also available on a first-come, first-serve basis. Exhibit booths are available for \$750 and are a great way to showcase your company and its offerings. Each exhibit booth comes with a 6-ft table, full linens and 2 chairs. More detailed information will be sent closer to the day of the event to exhibit booth sponsors.

## April 1<sup>st</sup> — Final PowerPoint Presentation

Your breakout room will be equipped with a microphone, computer, and projector. In order to alleviate any technical difficulties the day of the event, please submit your presentation by **April 1<sup>st</sup>**. When you send your presentation, please let us know if it includes sound or video so we can ensure it works on our system prior to the event. On the day of the event, **please bring a back-up of your presentation** either on a flash-drive, cd, or your own computer in case of technical difficulties.

## May 14<sup>th</sup> — Day of the Event

- **Keynote & Breakout Room:** The event will be held in the Sorensen Center which is located on the northern end of campus off College Drive. You will be speaking in the ballroom during the morning breakfast. There are four breakout rooms. You will be notified later as to which room your representative will be speaking in.
- **Parking:** Parking will be available in the parking structure next to the Sorensen Student Center. Further parking instructions will be sent prior to the event.
- **Registration:** The registration table will be located in the Sorensen Center commons outside of the Grande Ballroom. Please check in when you arrive and receive your badge.
- **Arrival:** We ask that you be onsite and checked in at least 30 minutes before your scheduled time to present. Plan to arrive at your breakout room **10 minutes** before your session is scheduled to begin. We will need that time for preparations with the staff to complete audio and visual set-up and test your presentation.
- **Preparation:** Room **SC 206G&H** are reserved for speaker preparation. Please feel free to use these rooms any time during the day of the event.
- **Contact:** Please use the following phone number for any questions on the day of the 14<sup>th</sup>: (801) 573-0437 (Jessica Ballard).

**One Special Note: Please refrain from any direct selling in your presentation.** This is in order to maintain the integrity of your educational content as well as that of the Forum. If you have handouts for a promotional purpose, we will welcome them to be available on a table at the back of your presentation room.

Please correspond on each of the aspects listed above and submit all documentation to Vicky Hopper via email at [Vicky.Hopper@uvu.edu](mailto:Vicky.Hopper@uvu.edu) or by phone at (801) 863-5426. If you have any additional questions or special needs for your session please contact Vicky any time prior to May 14<sup>th</sup> for assistance.

Sincerely,



Jerry Garrett  
Chair of the 2015 Business and Economic Forum