



C3 2016 Conference & Economic Forecast – Sponsor / Presenter Information

Date: February 25, 2016

Everyone

Location: Hilton Hotel and Conference Center, 66 East 6th Avenue, Eugene, OR

Parking: Available on two levels below the Hilton Hotel. Parking validation is available. Do not leave any valuables visible in your vehicle.

Payment: If you have not already, send payment to:
WVC CSI, P.O. Box 1002, Eugene, OR 97440

Schedule: Refer to the attachment for the program schedule

Raffle Prizes: Let us know if you would like to provide something to be raffled off! We'd like to add some fun to the event as well as collecting more information to provide to our supporting vendors. We will have a drawing of business cards from a central drop bowl during the social hour and a couple more drawings prior to the start of the evening presentation. (A PDF file will be made of the collected business cards and emailed to all sponsors and exhibitors the week following the conference)

Table Top Display Sponsors

Set up: Available starting at 12:30 p.m.

Dinner Tickets: Each table top display sponsor will receive one ticket the evening of event.

Tables: The Hilton will provide the tables for your use. We will have a map to indicate table placement, locations based on commitment date.

Afternoon Seminar Presenters

Credits: Submit an outline of your presentation so we can determine if it qualifies for AIA HSW learning units.

Audio visual: WVC/CSI is providing projectors and the Hilton will be providing screens.

Set up time: Sessions 2 and 3 will have only 15 minutes for setup.

Introduction: ASAP: Send a brief bio sketch to your WVC/CSI contact so he/she can give you an introduction.

Refreshments: Coffee and water will be available in each seminar room or in the Lobby.

Dinner Tickets: Each table top display sponsor will receive one ticket the evening of event.

Presentation: See following pages for suggestions to make your presentation a success.

Event Sponsors

Dinner Tickets: Each sponsor will receive two tickets the evening of event.



Seminar Presentation Guidelines

WVC-CSI thanks you for your support for our conference. In order for your presentation to earn Continuing Education Learning Units for Architects and Engineers we need to make sure that each seminar meets the minimum criteria. Please review the information below and adjust your presentation accordingly to meet the criteria.

- Minimum 1-hour length composed of 50 minutes minimum of presentation and 10 minute question and answer period.
- Information presented in a non-proprietary manner, no specific manufacturer.
- Non-self promoting, non-biased.
- Program presenters may not discuss their company's products or services during the educational, credit portion of the program. However, program presenters are permitted to discuss their company's products and services prior to or once the educational credit portion of the program is complete. In addition, catalogs, business cards, and proprietary materials may be on display or distributed only once the education portion of the program is complete.
- Have a clear purpose and state three learning objectives at the beginning of the presentation.
- PowerPoint handouts or slides for the presentation must not be manufacturer specific but generic in nature. Manufacturer names and logos are allowed as long as the technical information presented can be applied to the product type in general.

If your presentation emphasizes sustainability or sustainable design make sure that you indicate how the design or process enhances the natural and built environment of air, water and other resources in protection, preservation or improvement. Identify to your audience that 75% or more of the instructional time will emphasize sustainability.

All of the Seminars will be monitored in order to verify compliance with requirements of Learning Units.

Thank you for your participation and cooperation!

Willamette Valley Chapter of the Construction Specifications Institute