Conference & Expo Information

Registration
All facilitators and co-facilitators must register themselves for ARMA International’s Conference & Expo. Facilitators who have a complimentary or discounted registration must use the Facilitator Registration Code. You will receive this code via e-mail. Facilitators who do not have a complimentary or discounted registration for the full conference may register at their own expense or register for a free Expo Pass, which provides admission to their session and to the Expo Hall. Visit the Conference & Expo website to register for the event.

Hotel Information
All facilitators are responsible for securing their own lodging. Please visit ARMA International’s Conference & Expo website for more details.

Arrival
We will e-mail your room assignment to you prior to the event. In the evening of October 20th we will be convening a gathering of ALL 2019 Conference Presenters (Leadership Summit presenters should plan to arrive at 9:30am on the 20th for a quick meeting). On the day of your education program, please arrive at your session room at least 20 minutes before its scheduled start time and introduce yourself to the volunteer/education assistant for the room. All presenters are required to be present throughout the Conference unless previously discussed – this is your community and you must be present and active to serve your community.

Speaker Ready Room/Education Office
The Speaker Ready Room is a lounge and space for you to retreat from the bustle of the conference. It will be made available throughout the conference. There will be NO CHANGES to slides during the event.

Education Assistants
An education assistant will be at the door of each session room to scan badges, direct traffic, and ensure a positive attendee experience. Education assistants will contact ARMA staff with concerns about audio/visual, lighting, room temperature, etc. If you have any of these issues, please ask an education assistant to contact ARMA staff for assistance. Please coordinate your needs directly with your education assistant onsite.

Room Setup
Session rooms will be set in one of the following:
- Classroom seating (long tables and chairs)
- Crescent seating (chairs placed around half of each circular table, allowing participants to see the presentation and encouraging collaboration and interactivity)
- Theater seating (chairs in rows)

Your preferred room setup must be requested in the final page of the Facilitator Agreement. We will do our best to accommodate your request, but we cannot guarantee your preference will be available.

Audiovisual Equipment
ARMA International uses an onsite network to run the conference education program and provides all presentation computers. If you are using a computer or PPT to present information, you MUST use the computer provided. You may NOT bring your own computer or storage media (including USB drives). Your presentation will be preloaded on the computer in your session room.

Resources
Direct questions concerning the development of your education program to meet ARMA International’s requirements to the ARMA education team or Cassandra Sorah

Program Design and Delivery
The Association for Talent Development (www.td.org) offers tips and tools to help you design and develop content based on adult learning principles.