

# Convention Basics for Presenters

## 2017 Arizona State Convention



Thank you for sharing your talent and knowledge with Health and Physical Education professionals. Your willingness to present at the 2017 State Convention will have long-lasting benefits to schools and students all over Arizona and beyond as we have several attendees from other states and from other countries.

We have created this Convention Basics information sheet to help you prepare for the upcoming Arizona State Convention. Please feel free to contact us directly with any questions.

### **Please keep these points in mind when preparing your presentations:**

- All communication will be with the Primary Presenter only. It is the Primary Presenter's responsibility to keep any co-presenters informed. If you received this e-mail you are considered the Primary Presenter.
- ***All presenters and co-presenters attending one full day or both full days of the convention are required to pay the full convention rate unless arrangements have been made with Arizona Health and Physical Education.***
- If you and any co-presenters are only attending for the day of your presentation, you will not need to pay a registration fee but you are expected to register yourself and any co-presenters on-line in order to be provided with a one-day pass/badge to the Convention. To do this, select the payment option "Presenter" and a one-day pass/badge for the day of your presentation will be provided.
- **All A/V equipment - such as computers, LCD projectors, internet connections, projector connection specific to your computer- are the responsibility of the Primary Presenter and will need to be made directly with the audio visual company we select or is responsible to bring any equipment needed.**
- All presentation rooms will be set in perimeter or lecture style (table and chairs) with theater seating in the back, a podium, microphone and head table at the front of the room.

If you have any content or agenda questions, feel free to contact us.

Thank You,  
Keri Schoeff  
Arizona Health and Physical Education President,  
and the State Convention Team  
convention@azhpe.org

# SUPERHERO

## Conference Registration

Please visit [members.azhpe.org](http://members.azhpe.org) for State Convention and Workshop Day registration. If you are using a Purchase Order, please contact Lynne Kneale ([kneale@azhpe.org](mailto:kneale@azhpe.org)) or call her at (480)-969-4957.

Please check into the registration desk upon arrival to the Convention Center.

Registration desk hours are as follows:

Wednesday, November 15 <sup>th</sup>	6:30 am – 3:00 pm
Thursday, November 16 <sup>th</sup>	6:30 am – 3:00 pm
Friday, November 17 <sup>th</sup>	7:30 am – 11:00 am

## Hotel Information

Arizona Health and Physical Education does not have a contract with a specific hotel. We work with all hotels in the Downtown Phoenix Area, however, the Hyatt Regency Phoenix is the closest to the venue and is our headquarters hotel.

Hotel Information for Downtown Phoenix



[Hyatt Regency Phoenix](#)

[Other hotels in the Downtown Phoenix Area](#)

## Digital Handout Guidelines

DIGITAL HANDOUT MATERIAL IS STRONGLY SUGGESTED FOR ALL PRESENTATIONS:

- You can enter all and any important handout material on our convention website:  
<https://azhpe2017.sched.com/editor/users?r=speakers> On this site you can upload photos, bios, and any other information you wish attendees to receive.
- If you need to ship anything to the convention please use the following guidelines:  
Your workshop information must be printed on your package.

Presenter Name  
Workshop/Presentation Title  
Session room #(101ABC, 102ABC, etc)  
Date and Time of Presentation  
**Ship to: Arizona Health and Physical Education  
5235 E. Southern Ave. #D106-461  
Mesa, AZ 85206**

## Complete Schedule and Agenda

Available for download on computer or mobile device at :

<https://azhpe2017.sched.com/>

## Getting to Downtown Phoenix

Airport	Metro Light Rail	Directions
		

Please contact Matt Mixer ([mixer@azhpe.org](mailto:mixer@azhpe.org)), or call him at (602) 502-7805 if you have questions or need assistance.

## Parking

- Loading and unloading must take place on the street level or in the parking garages unless you have a large amount to unload. Street level unloading areas are located on the West side of the Phoenix Convention Center West Building. Vendors and presenters that are unloading on Tuesday, November 14th, please contact Matt Mixer (mixer@azhpe.org) for instructions on how to get to the Convention Center loading docks.
- If you are staying in the downtown area: Please check with your hotel for daily and overnight parking information.
- Day of Convention Parking:
  - All parking garages around the convention center charge a fee of \$12 per day with the exception of the Jefferson Street Garage, located at 333 E Jefferson St, Phoenix, AZ 85004. Let them know you are attending the 2017 Arizona Health and Physical Education State Convention and they will charge a fee of \$5 per day. **No overnight privileges.**

