

February/Février 4-6, 2010

progressive
 planning
 a work in
 progress?
 l'urbanisme
 progressif
 un processus
 en évolution?



Dear 2010 CAPS-ACÉAU Student Presenters

Thank you for submitting such innovative proposals and for confirming your participation as student presenters at the CAPS-ACEAU Conference! Having you present to share your diverse and innovative ideas about progressive planning will enrich the conference and make it a memorable experience for all attendees. In order to ensure that your presentation experience is as smooth and enjoyable as possible, we ask that you carefully read the following instructions:

Important Instructions

Parking

Parking is available at the hotels as well as in the parking lot in the southwest corner of campus in the parking lots P14/15. Parking attendants will be selling day parking passes at a special daily rate of \$10.50 between 8 am and 10 am on Thursday February 4th and Friday February 6th. Parking is free on Saturday February 6th. There will be signage directing attendees to this location and parking volunteers will be dressed in bright orange T-shirts. Please arrive with exact cash for the parking, as debit cards or credit cards will not be accepted. For periods shorter than five hours, parking is available at various parking meters around campus.

Registration

Registration will take place ONLY at the following times and locations. Sorry, late registrants will not be accepted.

Thursday, February 4, 2010	8 am – noon	Landscape Architecture Building
Friday, February 5, 2010	8 am – 9:30 am	Peter Clark Hall
Saturday, February 6, 2010	8 am – 9 am	Science Complex

A name-tag, full conference program, and receipts of payment for the registration fee will be provided at the registration desk. Please arrive early to avoid line-ups.

Instructions for oral presentations

- All student presentations are organized along the lines of broad themes and will take place on Friday, February 5th and Saturday, February 6th. Please review the schedule attached to determine the: session title, date, time and location (building and room number) of your presentation.
- **CORRECTION:** Originally, we asked you to drop-off your power point presentation to accompany your oral presentation (if applicable) on a USB key at the registration desk; however, this instruction has changed. Instead, you must bring your power point presentation stored on a USB key (CD back-up recommended) directly to the room where you will present no later than 20 minutes before the session begins. You will give the presentation directly to the session facilitator and they will load it on the laptop for you.
- Your Session Facilitator will contact you using the phone number and/or email address indicated on your proposal application approximately one week prior to the conference to confirm the above details.

poster presentations

- All posters must be dropped-off at the morning registration desk before registration closes between 8 am and 9:30 am on Friday, February 5th. This is very important because failure to drop-off your poster by this time means that we cannot hang your poster.
- There will two poster sessions in Peter Clarke Hall (PCH) on Friday, February 5th: 2:30 – 3 pm (FIRST SESSION) and 5 - 7pm (SECOND SESSION – concurrently with the job fair, to allow student presenters the chance to show their posters to prospective employers). If you are presenting a poster, you are expected to stand beside your poster for the duration of both sessions.

Questions

If you have any questions concerning your presentation please contact Erin Harkins at erin@caps-aceau.org. We look forward to seeing you at the conference!

