



2017 MnAEYC-MnSACA Annual State Conference

Dear Susanne,

Thank you for submitting a proposal to present at the 2017 MnAEYC-MnSACA Annual State Conference on February 3-4, 2017. We are pleased to inform you that your presentation titled, "Insert Title" has been accepted.

Below is important information regarding your presentation; please read carefully and respond as necessary. Please consider this letter a written confirmation of your scheduled presentation. If for some reason you are unable to participate, we trust you will notify us as soon as possible and make every effort to find a suitable replacement.

YOUR SESSION LOGISTICS

Date: Friday, February 3rd

Time: 2:30 PM - 4:00 PM

Session Number: Session C

Session Title: Exempt or Non-Exempt: Employer's Wage and Hour Law Obligations

LOCATION & LODGING

The 2017 Annual State Conference will be held at the Saint Paul RiverCentre.

Saint Paul RiverCentre

199 Kellogg Blvd W

St Paul, MN 55102

If you need overnight accommodations, we've made arrangements with The Saint Paul Hotel and the Holiday Inn

St. Paul Hotel

We've arranged a discounted rate of \$129.00 (per night, plus tax) for Deluxe King or Deluxe Double rooms, valid over the dates of February 2nd – February 5th, 2017. Availability is not guaranteed, so make your reservations ASAP by phoning the Reservations Department at 1.800.292.9292 and asking for the MnAEYC-MnSACA Annual State Conference rate, OR by visiting the following link:

1. Open www.saintpaulhotel.com
2. Enter your "ARRIVING" and "DEPARTING" dates

3. Enter the numbers of adults and children
4. Click the drop-down arrow under “SPECIAL CODES” to select “Group/Block”
5. In the Special Rates “Enter Code” box, use 170202MNA
6. Click “CHECK AVAILABILITY” to select your room type
7. Remember: rooms at this discount are based on availability, so book your room TODAY!

The Saint Paul Hotel
350 Market Street
Saint Paul, MN 55102
Reservations: 1.800.292.9292

Holiday Inn St. Paul Downtown

We've arranged a discounted rate of \$130.00 (per night, plus tax) for single/double occupancy, valid over the dates of February 2nd – February 4th, 2017. Availability is not guaranteed, so make your reservations ASAP by phoning the Holiday Inn direct at 651.225.1515 and asking for the “MnAEYC-MnSACA” special rate, OR by visiting the following link:

1. Open [MnAEYC-MnSACA at the Holiday Inn St. Paul Downtown](#)
2. Confirm your arrival and departure dates
3. Click “Check Availability” to select your room type
4. Remember: rooms at this discount are based on availability, and/or the expiration date of 1/2/2017

Holiday Inn St. Paul Downtown
175 W. 7th St.
St. Paul, MN 55102
Reservations: 651.225.1515

EVENT TIMING & REGISTRATION

The full, detailed schedule will be available on our website on October 3 at www.mnaeyc-mnsaca.org, so you'll be able to see when your presentation falls in relation to the rest of the conference. *Please plan to arrive one hour prior to your scheduled time.*

As a presenter, you are welcome to attend the conference and luncheon for free *on the day of your presentation*; however, we do ask that you register so that we can prepare a name badge and meal for you. We will send you further instructions on how to register in October.

PAPER HANDOUTS & ELECTRONIC PRESENTATIONS

Presenters are responsible for providing their own paper copies of any handouts.

Since continuing education is a prime function of this conference, each presenter must make their presentation available to attendees electronically. Presentations will be posted on the MnAEYC-MnSACA website for paid attendees to view prior to the event to allow time for everyone to review, take notes, and plan for the sessions they wish to attend. Attendees will be encouraged to follow along on their laptops or mobile devices in order to save money and

natural resources. Please adhere to the media presentation quality bullets below when sending your presentation:

- Name your presentation file in the format: Speaker Last Name_Session Letter & Number.filetype (i.e., Smith_A4.ppt)
- Number the slides to ensure correct order when displayed or printed
- Ensure slide notes do not contain proprietary information
- Remove any fill colors that are too dark to see text within boxes, etc.
- Save your PowerPoint file as 2007 so it will be accessible to most attendees
- When saving the file, check the box entitled “embed fonts.” This will keep the quality of your presentation intact even if the fonts that you use are not installed on the computer from where it is printed or projected.
- E-mail your final electronic presentation to Laura Moody at MnAEYC-MnSACA@SynergosAMC.com on or before Friday, January 6th.

SESSION COUNTS

We will be in contact with you again after the first of the year with updates on attendee registration counts for your session.

KEY DATES & DEADLINES TO ADD TO YOUR CALENDAR

- **ASAP:** book overnight hotel accommodations now, as availability is limited!!
- **Monday, October 3rd:** Registration opens (We will send you a code in early October to receive complimentary registration on the day you are presenting)
- **Friday, January 6th:** Deadline to register for the Annual Conference as a presenter
- **Friday, January 6th:** Deadline to submit your final electronic presentation to Laura
- **Friday, February 3rd-Saturday, February 4th:** MnAEYC-MnSACA Annual State Conference

Please consider this letter a written confirmation of your scheduled presentation. If for some reason you are unable to participate, we trust you will notify us as soon as possible and make every effort to find a suitable replacement.

If you have any questions, or if we can be of assistance to you, please do not hesitate to contact Laura Moody at 651.999.8990, or e-mail her at MnAEYC-MnSACA@SynergosAMC.com

Thank you again for agreeing to present at the MnAEYC-MnSACA Annual State Conference. We would not be able to provide such high-quality programming without speakers like you. We look forward to your presentation!

Laura Moody
Membership Specialist
Ph: 651-999-8990 | Fax: 651-917-1835
MnAEYC-MnSACA@SynergosAMC.com