INFORMATION FOR PRESENTERS

We are so delighted that you are presenting at in the 2014 POD Conference *"Leverage"* in Dallas, Texas! This document provides information about our conference setting, the InterContinental Dallas.

PRESENTATION ROOMS AND EQUIPMENT

See the draft program at http://podnetwork.org/content/uploads/2014PODConferenceProgram.pdf. Find your session by searching for your name using the "search" function in your pdf reader. Once you locate your session in the program, see what presentation room you have. For example:

Bel Air II 3:00 PM - 4:15 PM Roundtable	**Monkey-wrenching, Glad-handing, and Telegraphing: Creative Solutions to Organizational Development** *De Gallow, University of California-Irvine; James Therrell, Central Michigan University; Suzanne Tapp, Texas Tech University; Peter Felten, Elon University; Connie Schroeder, University of Wisconsin-Milwaukee*

See below for information about your room (please note that the table does not include non-presentation rooms such as the banquet halls, etc.). ALL rooms have flip charts. Rooms that say "No equipment" do NOT have projectors or audio; these rooms are intended for roundtable sessions. Rooms with LCD projectors do NOT include laptops. If you use a Mac, you must bring your own VGA adapter. Rooms with audio have speakers; rooms without audio do not have speakers. If you are in a room without audio but having sound is imperative, the conference team has a couple of small speaker sets that you may borrow (first come first served the day of your presentation).

Please contact conference co-chairs Allison Boye (allison.p.boye@ttu.edu) and Jake Glover (jake@IDEAedu.org) if you have questions about your room.

Room	Floor	Chairs	Set-up	Equipment
Bel Air I	Ground Floor	30	Theater rows	No equipment
Bel Air II	Ground Floor	30	Theater rows	No equipment
Bel Air III	Ground Floor	30	Theater rows	No equipment
Bel Air IV	Ground Floor	30	Theater rows	No equipment
Bel Air V	Ground Floor	30	Theater rows	LCD projector
Bel Air VI	Ground Floor	30	Theater rows	LCD projector
Colonnade A	Ballroom Level	40	Theater rows	LCD projector
Colonnade B	Ballroom Level	40	Theater rows	LCD projector
Crystal I	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector
Crystal II	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector
Crystal III	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector

Crystal VI	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector
Crystal VII	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector
Crystal VIII	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector
Spectrum A	Ballroom Level	40	Theater rows	LCD projector
Spectrum B	Ballroom Level	40	Theater rows	LCD projector
Baccarat	Ballroom Level	40	Theater rows	LCD projector
Steuben	Ballroom Level	40	Theater rows	LCD projector
Waterford A	Ballroom Level	40	Theater rows	LCD projector
Waterford B	Ballroom Level	40	Theater rows	LCD projector
Lalique I	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector
Lalique II	Ballroom Level	140	Banquet rounds + additional chairs	LCD projector

HANDOUTS AND POSTING TO WIKIPODIA

We cannot confidently predict how many people may attend your session. We suggest bringing 30-50 copies of your handouts or materials. We strongly encourage you to place your materials on Wikipodia so they are available to everyone! Go to https://sites.google.com/a/podnetwork.org/wikipodia/pod-2014-conference/information-for-presenters-2014 for more information. Please contact Wikipodia coordinator Robin Pappas (Robin.Pappas@oregonstate.edu) if you have additional questions.

ACCESSIBILITY RECOMMENDATIONS FOR PRESENTERS
The POD Network is committed to organizing a conference that is accessible and welcoming to all our members, including those with physical or learning disabilities. For recommendations on ensuring that your presentation and accompanying materials are accessible to all, please visit the following link: https://docs.google.com/document/d/16oGJSMDuZf2dqw-c_CI5fnaUEZFPumZN-tyu1_AYRLw/edit?usp=sharing

INFORMATION FOR POSTER PRESENTERS
Poster presentations will take place in the Garden Court 1 & 2 on Friday November 7. Authors are expected to be at their posters from 3:45 – 5:45 p.m. Set up any time from 11:00 a.m. on; find your poster number in the program and your numbered poster board in the room. Poster boards are 4 ft x 8 ft; NO table is provided. We will have push-pins available. We encourage you to make 30-50 miniature copies of your poster or other handouts for distribution, and to put your poster/materials up on Wikipodia as well. We do not have a poster template to share. Please use good poster design practices!

SENDING MATERIALS AHEAD
Packages for the POD conference can be shipped to the InterContinental Dallas, 15201 Dallas Parkway, Addison, TX 75001. In addition to the hotel name, clearly indicate "POD Conference" on each package, the guest's name for whom the package should be held, and the date of arrival. Send your package such that it will arrive no more than 3 days before the conference. Contact the InterContinental Dallas at 972-386-6000 for questions about packages or accommodations. If you are NOT staying at the InterContinental, please contact your hotel of residence for package instructions.