



2012 GACEC Presenter’s Guidelines

Congratulations once again on the acceptance of your proposal to be presented at the 2012 Georgia Council for Exceptional Children Annual Conference.

Please note the following guidelines:

1. All convention presentations will take place at the Macon CentrePlex, Macon, Georgia.
2. All presentations are open to registered attendees and the media. All presenters are required to register. Please see registration information under the Registration Guidelines’ section.
3. Plan to arrive at your assigned meeting room early to set up your equipment.
4. Please do not change the room setup or tack or tape items to meeting room walls.
5. Handouts should be printed clearly. Bring a quantity sufficient for your room size (prepare for 40 people).
6. Please take 30 seconds at the beginning of your presentation to introduce yourself to the audience.
7. In your presentation, avoid the use of language that can be construed as degrading to any group. Please use "people first" language.
8. It is inappropriate to promote commercial materials during your presentation.
9. Begin and end on time. When you have finished your presentation, leave quickly to allow the next presenter time to prepare. If you wish to field additional questions, please use the back of the room or the hallway.
10. If you need to cancel your presentation due to an emergency, please email Rebecca McMullen at rebecca.mcmullen@gcsu.edu or call 478-445-7365.

Technology Information: GACEC will provide screens in each presentation room. All other equipment will be the responsibility of the presenter.

Registration Guidelines:

Log on to www.gacec.org and click on registration online. Click on **Member Registration** or **All Other Registration** and follow the prompts. GCASE and GACEC are offering \$50 scholarship to the first 200 registrants!

Registration Type	Pre-Registration Full Conference	On-Site Full Conference
Member	\$115 (\$65 w/ scholarship)	\$145
Student Member	\$65 (\$15 w/ scholarship)	\$95
Non-member	\$165 (\$115 w/ scholarship)	\$195
Student	\$85 (\$35 w/ scholarship)	\$115

Hotel Reservations:

Georgia CEC has reserved a block of rooms at the Macon CentrePlex for a discounted rate of \$77! Click on the link at the GaCEC website and contact the hotel as soon as possible to reserve your room as the discounted rate ends soon.