

Email message to presenters: Subject: NCTech4Good Conference: Response Needed by June 1

**Thank you for your participation in the NCTech4Good conference June 25, 2010, at the William and Ida Friday Center for Continuing Education in Chapel Hill.**

**If you plan to attend other sessions and lunch, please register by June 1. Otherwise, your response to the items below is needed by June 10.**

**Do you plan to stay and participate in the rest of the conference?**

You are welcome to come to the conference only for your presentation and the reception.

- .. I will be attending the conference only for my presentation.
- .. I will be attending the conference only for my presentation, but will also attend the reception.
- .. I will register as a regular attendee and pay the conference registration fee. Go to [nctech4good.org/register](http://nctech4good.org/register) and click "as an attendee." **Please register by June 1 to get the lowest rate.**
- .. I will register as a special guest with no fee, using the form at <http://nctech4good.org/civicrm/event/register?reset=1&id=5>

**Confirm Online Information:**

Please confirm the information about your session at [nctech4good.org/agenda](http://nctech4good.org/agenda) and your bio at [nctech4good.org/speakers](http://nctech4good.org/speakers), and contact [info@nctech4good.org](mailto:info@nctech4good.org) if you have questions or would like something changed.

**Audio-Visual Needs:**

Please send your presentation materials to [info@nctech4good.org](mailto:info@nctech4good.org) no later than June 21 so we can have them loaded onto the computer that will be used in your presentation room. You can still use your own computer, if you prefer, and have our computer as backup. If you update your presentation, please send us your final version by July 2 so that we can put the updated version online.

Please check below which equipment you'll need. If you are presenting in more than one session, please indicate which session. If you have questions, contact [info@nctech4good.org](mailto:info@nctech4good.org) (preferred) or by phone, Judy Hallman 919-933-3931.

- .. No audio-visual equipment needed.
- .. Flip chart & markers.
  - .. One flip chart.
  - .. Two flip charts.
- .. LCD projector.
  - My presentation is in PowerPoint
  - My presentation is in pdf
  - My presentation requires special software -- please specify
- .. I plan to use my own computer. If you need Internet access, be sure to arrive early to set up connectivity to the Friday Center's wireless network.
  - .. IBM compatible.
  - .. Apple compatible. Please bring cables.

.. Other. Please bring cables.

.. Other (please explain):

**Live streaming and recording:**

We plan to stream and record some sessions and put the recorded sessions online.

- .. I approve streaming and recording of my session and putting it online.
- .. I do not want my session streamed or recorded.

**Do you have any special needs?** Please describe.

Sincerely,

NCTech4Good Conference Leaders:

- Shelly Bowers, United Way of the Greater Triangle
- Leandra Ganko, LeGa Design Group
- Judy Hallman, Public Information Network, Inc.
- Paula Jones, N. C. Center for Nonprofits
- Tani Kennedy, Account Executive
- Patricia Perkins, VISTA volunteer, Faith Action International House
- Nancy Shoemaker, Shoemaker Group
- Sean Watson, TechEffect