



California Conference
of Directors of
Environmental Health

Food Safety, Security and Sustainability Symposium
November 4-6, 2009
Hyatt Mission Bay, San Diego
SPEAKERS/COORDINATORS INFORMATION SHEET

Please find enclosed a list of topics that you need to know about being a speaker at the Food Symposium. For additional questions, call Sheryl Baldwin at CCDEH Office (530)676-0715 and we'll ensure that the answers get to you. First and foremost, we want to extend our gratitude to all our speakers—the heart of every Symposium—for your generous contribution of time and effort to Symposium 2009!

1. **Speaker Coordinators** – We are asking for the Speaker Coordinator to participate at the symposium. If for any reason you can't attend the Food Symposium please let us know in advance so we can have the contact information for your speaker in case of an emergency. We will have a CCDEH board member introduced the speaker. They will also be given their speaker gift at that time.
2. **Speakers Must Be Approved In Advance by the CCDEH Symposium Co-Chairs**—This will help the symposium run smoothly and enable the organization to control costs. Each Symposium Planning Committee Coordinator is responsible to submit speaker names to the Co-Chairs for approval, and a master list will be prepared.
3. **Audio Visual Equipment**—We will have three simultaneous breakout sessions S3: Safe, Secure & Sustainable on November 6, 2009. **A wireless microphone, podium, screen, laptop computer with powerpoint, laser pointer and computer projector will be available in each room.** If you have a SPECIAL REQUEST, such as a slide projector, extra microphones being needed, flip charts, internet services, VCR, etc., please call or email Sheryl (sheryl@ccdeh.com) to arrange the details. **THESE ARRANGEMENTS MUST BE MADE no later than October 23rd**, in order to avoid unnecessary last minute expenditures.
4. **Setting Up Your Class at the Symposium**—Each speaker needs to check in at the Registration Table, Speaker area, before their class. You will be given a name badge and an information sheet for speakers and an AV person will be available at the hotel to assist you in setting up. The Registration staff will be able to help you get in touch with the AV staff. Arrive early to check out the equipment (before class begins, or on the break of the previous class if your session begins mid-morning or mid-afternoon). The final program will be available with room name assignments on the website at www.ccdeh.com and a hard copy of the final program will be provided to everyone at the Registration table at the hotel when they check in.
5. **Your Presentation and Handouts**—Please bring your own CD or flashdrive with your PowerPoint presentation (bring a back-up in case of failures); and please bring 75-100 copies of your handouts for your audience. In addition, many attendees take extra sets of handouts for their office or to review before leaving for another class, so you may want to estimate on the high side. We would like to provide your presentation to a wider audience by posting it on the website www.Californiafood.org . To post your symposium handouts and/or presentation, we will be copying your presentation to our flash drive in every meeting room. If you have any questions send them to Sheryl@ccdeh.com.

If you have emergency photocopy needs at the symposium, arrange through the staff at the Symposium Registration Table.

6. **Meals and Accommodations**—Any speaker who wishes to attend the symposium on other days besides the day(s) when you are speaking must register for the symposium, single day registration, or by purchasing a full registration package (see www.ccdeh.com for symposium registration information. This is because several expensive meals and other items are included in the cost of the registration. If you are only speaking on one day and don't want to register for the symposium, you may obtain a free meal ticket for the luncheon on the day you are speaking. Your lunch ticket will be available for you in your name badge at the registration desk when you check in. We have breakfast available in the Pavillion on Thursday and Friday.

You are invited to join us for our **Reception** on Thursday from 5-8pm "Taste of a Local Fare" at the Mission Bay Hyatt Pavillion with hors d'oeuvres.

Hotel reservations must be reserved directly at the Hyatt by calling 619-224-1234 under the Food Symposium block for the contracted State rate of \$110 per night. The early cut off date is October 14, 2009. Check the website for map and directions to the Hyatt, including transportation options and program agenda.

7. **Location & Parking**—A map is posted on the website to assist you in finding the Hyatt. The San Diego Airport is about ten miles away. Once inside the hotel, report to the Symposium Registration table. Sheryl Baldwin, or others attending the table will provide you with additional information, location of the meeting rooms and speaker ready room, how to contact the AV staff, etc. Self-parking for symposium attendees is \$12 per day; speakers who need complimentary parking on the day they speak should speak to the Registration staff on that day.
8. **Speaker Information**—We are compiling a speaker list for the symposium, with brief biographies and contact information (see the CCDEH website for links to the biography form for you to complete). This will be printed on October 20th.
9. **Class Evaluations**—We have an evaluation form for participants to complete after each class. The attendee input is crucial to planning the next annual FOOD Symposium. Get back to us after the symposium if you would like copies of the evaluation results from your class, for your own use.
10. **Speaker Ready Room** – if you would like to plan or relax quietly, we have a Speaker Ready Room. Please see the registration desk for a key to the private room.

We hope this addresses most of your questions. **On behalf of CCDEH and the FOOD POLICY COMMITTEE and the Food Symposium Steering Committee and our symposium sponsors, we sincerely wish to thank you for volunteering your time and expertise to be present at the 2009 FOOD Symposium!**

Please help us get your speaker biography on the website at www.californiafood.org, by sending us an email to Sheryl@ccdeh.com If you have any questions please call Sheryl Baldwin 530-676-0715.

Thank you very much for your participation and contributions to the Symposium.