



2022 ACA NATIONAL CONFERENCE ADDITIONAL SPEAKER/SESSION INFORMATION

Audio Visual Equipment

In your session proposal, you were asked for your AV and room set up needs. Please note that every attempt is made to accommodate your logistics request; however, meeting space & other constraints make guarantees impossible. ACA's standard room set includes an LCD projector, screen, and a wired microphone. *If you have requested special or additional audio, the AV company will review the session room size and seating capacity and determine if it is necessary.* If you did not submit your needs with your original proposal, please submit your specific equipment needs on or before **January 5, 2022**, to Melany Irvin at mirvin@ACAcamps.org. Remember to reference your session title(s). Onsite A/V requests/changes cannot be accommodated.

Please note that presenters MUST provide their own laptop/computer and programs for presentations.

Apple/MAC Users MUST provide their own adapters for the LCD projector. The onsite AV company CANNOT provide these adapters.

Session Material and Handouts

*Please mark your calendars for this important deadline for submission of handouts: **January 5, 2022.***

Your handout must be limited to no more than 4 sheets/pages (can be 2-sided for 8 sides total) and formatted to 8.5x11" size. Our Conference Team is interested in reducing paper where possible. We encourage you to use less than 4 sheets/pages. **Please consider agreeing to go digital-only for your handouts.** Your handout file can be uploaded to your session in the conference app. **Handouts must include the name of your session and your name in the header or footer.**

Additionally, you may include your full contact information as part of the handout. *(A brochure describing your company or consultancy is not considered a handout and cannot be distributed.)* Handouts received by the **January 5th** deadline can be copied and delivered to the conference, uploaded to the session listing in the conference mobile app, and in addition, will be posted via PDF to the ACA web site post conference. This is a tremendous service and benefit to our registrants. We cannot accommodate late requests, including on-site requests, or faxed originals of your material. Please send your handouts to Melany Irvin at mirvin@ACAcamps.org. *Speakers unable to meet this deadline can provide handouts at their own expense.*

ACA speakers agree to present educational content to the audience during their sessions. No attempts may be made to sell products or services during the event, before or after, in ACA meeting or public space at ACA designated hotels and/or the convention center. ACA includes speakers' contact information in the final program as a convenience for attendees and presenters. For those who wish to connect further with attendees, ACA makes several options available including an accepted speaker handout display* near registration, exhibit space for purchase in our professional tradeshow, and in some cases, through the ACA Bookstore via Healthy Learning. Mutually agreed upon arrangements can be organized by contacting Healthy Learning directly.

****Rather than printed copies, please consider creating a single sheet that can be placed on the handout table that includes a link or a QR code linked to your information.***

Learning Materials, ACA/Healthy Learning Bookstore Opportunities

Speakers who would like to have the ACA Bookstore offer their book or instructional DVD for sale onsite at the ACA National Conference in Portland should submit that request for consideration to Dr. Jim Peterson at Healthy Learning, jpemg@yahoo.com. Each speaker needs to provide the names of the title and publisher for each item they'd like to have the Bookstore carry. The deadline for submitting product information is December 6, 2021.

American Camp Association

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