CALIFORNIA UNIFIED PROGRAM ANNUAL TRAINING CONFERENCE
February 25-28, 2019
https://calcupa.org/agenda/index.html
Anaheim Marriott Hotel
700 W. Convention Way, Anaheim, CA 92802
| **Hotel Registration Link**

California
Unified
Program
Annual
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Conference

SPEAKERS/COORDINATORS INFORMATION SHEET

Thank you for taking the time to be a presenter at the next CUPA Conference, and for your generous contributions of time and effort to the 2019 Conference. Below you will find speaker information for the California Unified Program Annual Conference.

1. *How to register as a Speaker*. - You must post your Bio at www.calcupa.org to register as a Speaker, for your name badge to print, and to be approved for offering continuing education for the session. After you log-in, click the Training tab, select the Annual Conference, click Speakers, Submit my Biographies option, and then click the green plus sign on the right side of the page to enter a new biography. If you have a biography already in the system from a previous year it will be automatically imported into the edit screen. Enter the session titles and Session codes from the Session Scheduler (the program), and add/edit your short bio. Click the "SAVE" button to submit your Bio for approval. Please note that you will not be able to upload a presentation until your Bio has been approved by the Conference Manager. links to bios are available at https://calcupa.org/speakers/browse-speakers.html

2. *Your Presentation* —"We have gone PAPERLESS" **Please post your presentation material or handout in your profile by January 31, 2019 at www.calcupa.org** Just log into your profile, click Training, Annual Conference, SPEAKERS tab and click the Upload Presentation option (https://calcupa.org/speaker-presentations/index.html), then click the plus sign on the right side of the page to upload a new presentation. Please post a pdf file. If you need to make changes to your presentation, simply delete the old presentation and re-upload your new one, with Session Code and Description. If you need assistance, email your presentation to our webmaster@calcupa.org and we will get it posted for you. Please bring your presentation on a flashdrive including any videos (we suggest you bring a back-up).

   Please prepare presentations with a font size no smaller than 18 but up to 38 is best for people being able to read the screen from across the room. It is also best to limit each slide to six bullet points so it is not too busy. We would like to post all final sessions on the website in pdf. Posting your presentation online in advance helps provide attendees a chance to print out the presentation prior to arrival. If you want to provide handouts, please bring 100-150 copies of your handouts for your audience. We will not be providing copies at the conference.

Length of Session - Your presentation needs to fill the entire time listed in the conference program because of continuing education requirements so please plan your sessions accordingly. **Sessions are from 8-9:45am, 10-11:45am, 1-2:45pm and 3-4:45pm.**

3. *Audio Visual Equipment*—This year we have 14 concurrent tracks/sessions. Microphones, podium, sound, screen, laptop computer with powerpoint, audio sound, laser pointer and computer projector will be available in each room. For video taped sessions we have ordered lapel mics and an extra Q&A wireless handheld mic. If you have a SPECIAL REQUEST, such as a slide projector, flip charts etc., please call or email Sheryl (sheryl@calcupa.org) by February 8th to arrange the details as all AV has to be contracted in advance. **Extra orders for AV or Internet must be made in advance** for the CFB to avoid unnecessary last minute expenditures and to make sure we can get it in time.

4. *Setting Up Your SESSION at the Conference*—Each speaker is required to check in at the Registration Table in front of the Grand Ballroom, Speaker Area before their session. You will receive a name badge, lunch ticket and speaker gift. An AV person will be available at the hotel to assist you in setting up. Arrive early to check out the equipment (before your session begins, or on the break of the previous session if your session begins mid-morning or mid-afternoon). The final program is available with room name assignments on the website at https://calcupa.org/agenda/index.html and a hard copy of the final program will be provided to everyone and a map of the hotel meeting space.

5. *Introductions* - A CUPA Forum Board member will introduce each speaker(s). If the presenter is a CFB member, then they will do introductions.

6. *Meals and Accommodations*—Any speaker who wishes to attend the CUPA conference on other days besides the day(s) when you are speaking must register for the conference, single day registration, or by purchasing a full registration package (see www.calcupa.org for conference registration information. This is because several expensive meals and other items are included in the cost of the registration. If you are only teaching on one day and don't want to register for the conference, 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 complimentary breakfast available in the ballroom on Tuesday, Wednesday and Thursday.**

   You are invited to join us for golfing on Sunday; tee time is 10am and the cost is $85 per person at Riverview Golf. The **Welcome Reception** on Tuesday from 4:45-6:00 pm along with the Tuesday night CUPA CUP Corn hole tournament at the Marriott Platinum Ballroom with the Exhibitors. The **Vendor-Sponsored Reception** with hors d'oeuvres & no-host bar and live music from 4:45-6:45pm on Wednesday evening. Please join us if you are available for these complementary events.

   Hotel & Parking—The conference room block is under the CAL CUPA at various rates at the Anaheim Marriott $189. Self-parking for conference attendees is $20 per day and speakers may receive complimentary self parking validation on the day they speak at the Registration desk.

7. **Overflow Hotel**:
   Couryard Anaheim Resort/Convention Center, 2045 South harbor Boulevard, Anaheim, CA 92802. 800-

736-0067 Ask for the CUPA rate $179
Hotel Registration Link
More overflow hotels will be posted to the website.

8. **Video Taping a Session** – The following Sessions will be video taped. Speakers will be provided a lapel mic.
   a. **Monday morning**
      Track A – M-A1 (PHA/Hazard Review Basics) 8-9:45
      Track A – M-A2 (CalARP 101) 10-11:45
      Track G – M-G1 (APSA/SPCC Refresher) 8 – 11:45
   b. **Monday afternoon**
      Track A – M-A4 (HMBP 101) 3-4:45
      Track I – M-I4 (ICS Basics and Its Use in the EOC) 3-4:45
   c. **Tuesday morning**
      Opening Ceremonies
      Track A – Tu-A1 (Conducting a CalARP Inspection) 10-11:45
      Track J – Tu-J1 (CO2 Extraction Methods & Devices for Cannabis Concentrates) 10-11:45
   d. **Tuesday afternoon**
      Track J – Tu-J3 (Cannabis Extraction – In the Weeds) 3-4:45
      Track D – Tu-D2 (Introduction to Management Strategies) 1-2:45
      Track D – Tu-D3 (Essential Time Management Strategies) 3 – 4:45
   e. **Wednesday morning**
      Track A – W-A1 (CalARP 201) 8-9:45
      Track A – W-A2 (HMBP 201 Can Facilities be Exempt) 10 – 11:45
      Track H- W–H1 (The E-Manifest for Industry) 8-9:45
      Track H – W–H2 (APSA for Industry) 10-11:45
   f. **Wednesday afternoon**
      Track C – W-C4 (Catching Up with the New UST Requirements) 3-4:45
      Track H – W–H3 (Most Commonly Cited Violations) 1-4:45
   g. **NO Video Taping on Thursday**

A. Filenames should include the session#, session title, presenter name, as part of the filename: **M-A1-Title of Session.presenter name.ppt**

B. When a question is asked, please have the Session Moderator put the wireless mic on the person asking the question and re-state the question so everyone is the session can hear the question.

9. **Presenters can email your attendees in advance of your session**. The session roster option is available in the Speaker tab after you log in to generate class lists.   Only registered speakers can generate class lists.   To generate a class list, you must know the session number, which can easily be found in either the online session scheduler or in the program. Session lists are exported to Excel spreadsheets for further manipulation of the data.   Attendees will be scheduling sessions up to the very first day of the conference. If you need help getting presentations posted to your profile for your session you can email the webmaster for additional support webmaster@calcupa.org

10. **Audience Response Systems –** if you are interested in using this system please make a reservation with Sheryl@calcupa.org You will need to download the software and prepare your ppt files with Turning Point using clicker or the text program.

11. *Speaker Ready Room is ROOM 315* – Speakers can use the conference Speaker Ready Room to prepare, check emails, relax quietly or grab some ice water.

12. *Speaker Emergency –* *If something comes up please let your coordinator know or call the Conference Manager, Sheryl Baldwin* Sheryl@calcupa.org
at the CUPA office 530-676-0815 or cell phone during the 530-363-0027.

We have over 2000 people attending the conference. Thank you for your contributions to help make this conference such a success.   We hope this addresses your needs and any questions. On behalf of the CUPA Forum Board and the State agency conference sponsors, we sincerely wish to thank you for volunteering your time and expertise at the 2019 Unified Program Conference!

Kristen Ward, Co-Conference Chair   Jason Boetzer, Co-Conference Chair
San Bernardino County Fire Dept.   CalEPA

CAL CUPA FORUM
530-676-0815
www.calcupa.org