

- **Dress Code:** Business casual--no ties, but no shorts either :-). Show your company and association logos and colors. Jackets encouraged for the Banquet. (Note, for those who have ITS Florida polos Tuesday will be sand day, Wednesday will be blue, and Thursday will be yellow. If you don't have them, they will be available at the ITSFL booth.)
- **For PEs:** Professional Development Hours (PDHs) for PE renewal are available--up to 11.25 (all tech sessions and Wednesday plenaries). Information will be at the registration desk. You must attend the sessions to qualify and attendance will be verified.
- **For AICP-registered Planners:** We are applying to the American Planning Association (APA) to approve the Plan track for AICP certification. If approved, up to 9 hours might be eligible.
- **Presentation Durations:** Most technical sessions will have 3 speakers, each of which is expected to use no more than 15 min for presentation and allow 5-10 min for Q/A. If there are fewer or more speakers, time will be adjusted accordingly. The moderators will control time.
- **Not attending the Banquet:** If for some reason you will not attend the Banquet, please turn in your ticket to the registration desk, so a student may take your place. Thanks for your generosity and thoughtfulness.

#### FAQs:

**Q:** Do speakers have to pay for the conference? **A:** Yes. Same with moderators.

**Q:** Do speakers and moderators have to register on line? **A:** Yes all participants must register on line at [www.itstranspo.org](http://www.itstranspo.org).

**Q:** Do sponsors and exhibitors have to register? **A:** Again, yes, but for those using the complimentary registrations, notify CMC by e-mail or phone who is credited with the complimentary slots.

**Q:** Will presentations be posted on the Web site? **A:** Yes, all PowerPoint(R) presentations will be posted on the Transpo Web site about a month after the conference.

**Q:** Are written papers required? **A:** No, but if your presentation is based on a paper and you wish to distribute it, bring about 50 copies that can be distributed in your session. We will also post papers on the Web site after the conference.

**Q:** Do I have to bring my computer? **A:** No, all presentations must be submitted ahead of time and will be pre-loaded on conference computers. If your presentation contains video or other special needs, you must contact Program Committee Chair Angela Garland ([agarland@hntb.com](mailto:agarland@hntb.com)) as soon as possible to ensure that any special needs are addressed. There may be no nonstandard audio, video, or other applications. PowerPoint presentations must be 2003 compatible (no 2007 "PPTX" files accepted) and any media will have to run in Windows Media Player.

**Q:** Are presentations really due to the FTP site on August 29th? **A:** Yes, in order to sort, pre-load, link into the menu, and test the presentations, it is necessary to have them 3 weeks before the conference begins.