



## DemoFest 2011

September 23, 2011

Dear Dennis:

Congratulations! You have been selected to be a presenter at the Sacramento ASTD DemoFest 2011. We are excited and look forward to your presentation and participation in DemoFest 2011.

You will be provided a six foot table, power strip and access to the Internet. The password for access will be given to you the day of the event. In addition you will have a table and two rows of four chairs for your audience and two chairs for the presenter and assistant if present. You will need to provide a laptop, speakers (if needed) and monitor for your presentation. Recommend using a flat screen 2" monitor with hdmi cable if possible.


This event will be a "green event" thus your presentation/handouts will be made available to attendees via the Sacramento ASTD website on Monday September 26, 2011. You will need to provide electronic copies of the materials to Mike Hodge, Chairman, via email [michaelhodge2000@comcast.net](mailto:michaelhodge2000@comcast.net) before or immediately after the event. Attendees will be notified at the event that they will have access to them via the Internet on Monday. You may have printed materials for distribution if you wish at your expense; but we are encouraging you to restrict handouts to business cards with your contact information. We will be providing a one page handout to attendees containing a brief description of your presentation and a map of the event.

In order to accommodate you, we will need to provide your name and the name of anyone assisting you for your presentation/demonstration. Your fee for the event is \$25, if you are an ASTD Member, or \$45, if you are not a member, and \$25 per person for any additional persons assisting you in your presentation or demonstration. (We are extending this low cost offer for assistants to benefit you, and still allow us to cover our costs for the event). We respectfully ask that any additional persons from your agency or firm sign up directly via the site as workshop or **DemoFest 2011** participants. As soon as we have this information from you, we will generate an invoice for you that you can pay before the event or at the registration table the day of the event. Please check in with me at the event for assistance and registration. In the interim if you have questions please call me at (916) 300-2416.

Once again, congratulations and thank you for sharing your expertise and being a part of DemoFest 2011.

Sincerely

*Michael A. Hodge, Chairman*

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