

Know Before You Go – AFS 2017

Office Phone: (727) 940-2658 x 2005 or
support@academyfinancial.org

In case of emergency:

Cell Phone is (727) 403-1617 or (727) 259-8529

- Hotel is in conjunction with the Financial Planning Association so please see their website here:
<http://fpaannual.org/hotel-travel/#hotels>
- Much more information can be found at the AFS website here:
<https://academyoffinancialservices.wildapricot.org/page-18124>



Presenters (Oral and Poster):

- **Detailed Instructions for presenters can be found at the bottom of this page:**
<https://academyoffinancialservices.wildapricot.org/page-18124>

Oral Presenters: Projectors, screens, and extension cords provided; please bring your own computer.

We do not generally provide a microphone for breakout sessions unless you let us know that you are very soft-spoken and cannot be heard without one. If there is a microphone in your room, please do use it. Remember, it is not about your liking or not liking using a microphone, it is about ensuring that everyone can hear.

- **There are two presenters in each time slot; please share the time equally.**
- **Please bring your presentation on your own computer as well as on a thumb drive.** You should arrive at your session about 10 minutes before the scheduled start time. This allows you to set up your computer and to collaborate with other presenters, perhaps electing to share one laptop. Please do not run the PPT from a thumb drive, as it may take time to buffer, but load all presentations onto the desktop.
- If you have a MAC, please bring a dongle to connect to the projector. While we have some of these connectors, it will be best if you also bring yours as well.
- Are you using any video in your presentation? If so, please immediately contact the Annual Meeting Administrators at support@academyfinancial.org.

Poster Presenters: Poster Reception is Sunday, 10/1/17 from 5:00-6:30 pm and sponsored by Wiley

- T-pins will be provided for you to pin your poster to the poster board.
- Please set up your poster according to the number you are assigned. This will enable people to find you and speak to you about your poster. You will find your assigned number in the Agenda App.
- Posters can be as large as 4 ft. high x 8 ft. wide.
- Set up time is Sunday, October 1, 4:00 pm-4:45 pm. Poster Session & Reception is from 5:00 pm-6:30 pm. Take down is immediately following.
- If you cannot take down your own poster, please arrange someone else to take it down and take it home for you. We cannot provide a mail-back service.

Program App

- afsannualmeeting2017.sched.com
- **Type this into any browser, and bookmark on your phone or tablet.**
- Printed programs with titles of sessions and room assignments will be provided on site, but the App will be the most accurate.

Board Meeting takes place on Saturday, September 30, from 1:00 pm-5:00 pm and the dinner is from 6:00 pm-8:00 pm.

Notices

- Please attend the food functions for which you registered...we have ordered for you!
- We will be taking photos and these may be used on the AFS website or in future publications and publicity. If you do not wish your image to be used, please stop by the registration desk and inform us.

Food Service

- The conference is providing the following food service:
 - Continental Breakfast on Sunday (AFS at the Omni) and Monday (FPA at the Convention Center)
 - Luncheon on Sunday (AFS)
 - Reception/Poster Session on Sunday afternoon sponsored by Wiley; don't forget your drink ticket which you will receive when you check in at the registration desk
- When you registered you were asked if you had any food allergies, were vegetarian, etc. Please check at the registration desk, as we are there to help you with this. If you have not shared any special food needs with us, please do so immediately so we can be prepared to meet your needs.

Registration/Check In will be open daily

- Saturday, September 30th 5:00 pm – 8:00 pm
- Sunday, October 1st 7:00 am – 5:00 pm
- Monday, October 2nd 7:00 am – 5:00 pm

Dress

The tradition is business attire. Please do not forget a sweater or jacket, as the rooms are often colder than expected.