

CABE PDS Presentation Information

Who you will be serving	
District/Organization	
Date of presentation	
Presentation type	
(For ELPAC only) Using Kit #	
Contact person day of event	
Contact person's cell number	
Where to go	
Location	
Hotel needed night before	
Start time	
Lunch time	
Lunch length	
Lunch arrangements: provided/bring own	
Morning break	
Length	
Afternoon break	
Length	
Finish time	
Participants	
Number of participants	
Participants' role(s)	
Grade level(s)	
Familiarity with CELDT, ELD standards	
Morning access time	
Parking location	
Send materials to them for printing by	
Handouts: paper copy or digital only?	
Room layout	
Number of tables	
Number of chairs at each table	
Presenter's table available	
Requested items	
LCD, screen, power strip, extension cord	
If more than 50, wireless microphone	
Can charts, etc. be posted on walls?	
Sticky chart paper: # of sheets	
(if not sticky, tape/pins to mount)	
Materials boxes (one per table)	
Tape for "Burning Questions" (ELPAC)	