



# Church Facilities Conference & Expo

SEPTEMBER 21-22, 2021 | DALLAS



## Speaker Bulletin #6

Thank you for being part of the Church Facilities Conference & Expo (CFX 2021) this September 21-22, 2021 in Dallas, TX!

### Welcome to CFX 2021!



Hurray!

The conference is almost here, and registrations continue to come in! We're expecting at least **1000 bodies** at the conference, and half or more of those will be conference & expo only attendees! (The remaining half encompasses all of you, as well as exhibitor booth staff, in case you were wondering.)

I'm so excited to see each one of you next week, and I want to make sure you're all set to go when you arrive. Here's what you can expect:

For those of you are local, [parking and transportation information](#) can be found here.

When you arrive, make sure you go to the **Registration** counter, located in the **Ballroom A Lobby** of the Kay Bailey Convention Center. Pick up your badge, and then head up to the 3rd level where you'll find the **Speaker Ready Room** (Room A301). **Check in with the attendant** and pick up your **thank you gift**. Use this room as your home base: store any personal items you don't want to take to your session, set up your laptop to make sure your presentation is working properly or catch up on emails, and enjoy some snacks and beverages. There will be an attendant here from 7:00 AM-5:00 PM to answer any questions you may have and assist as needed.

Please remember to be ready for your session or demo **at least 20 minutes prior to your start time**.

If you are doing a **breakout session**, you will have approximately **15 minutes between sessions** to set up anything you need for your session. (CFX Talks and Exhibitor Demos will likely have less time in between sessions.) As a reminder, we are providing a lectern, table for demonstrations, wireless mics, and an HDMI cable connection to hook up a laptop to the display screens. You may also bring your presentation via USB flash drive or URL and give it to the AV Tech prior to your session; we'll provide a clicker for you to use from the stage. Additionally, there will be a table at the back of the room for you to display books or physical handouts.

If you are doing a **CFX Talk** or **Exhibitor Demo**, please be very mindful of the time. As much as possible, please aim to be **done in 20-25 minutes** with your presentation (including any Q&A that you're expecting) before transitioning off the stage for the next session. It's a jam-packed schedule, and we want to be respectful of everyone's time.

Sessions on the Leadership & Management Stage will likely have someone introducing them and sharing some housekeeping items with attendees (if, for some reason, no one is there to do this, please keep reading). For those of you on the other stages, we ask that you share this information for us at the beginning of your session before diving in to the content. A **general script** (with placeholders for session title and your name) will be located on the lectern for you to reference. Thank you for helping us out with this!

Please also feel free to check out the other [sessions](#) and [events](#) happening at

### Upcoming Deadlines

**Book Information PAST DUE**  
8/15 - Let us know if you plan to bring your books to sell, or if you want us to provide a link on our website

**Presentation Materials PAST DUE**  
9/6 - All presentation materials are due: slide presentations, digital handouts, etc.

### Don't Forget to Download the App!



### Speaker Hub

Don't forget to check out the [Speaker Hub](#) for everything you'll need to know!

### Thank You to those assisting our CFX 2021 Speakers!

Some of you are now receiving these emails because you've been helping to submit information for the presenters in your organization. Thank you so much for all your help!

Please continue to help us make sure that our speakers are taking care of all the details required to get them to CFX 2021 safe and sound.

If you'd like a copy of any previous Speaker Bulletin sent out, please contact [Stephanie Lippl](#).

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keynote addresses/nights of worship). We encourage you to **engage with attendees, exhibitors and other speakers** to maximize the CFX Community aspect of the show.

I can't say it enough: Thank you so very, very much for joining with us at our inaugural conference & expo! I am so grateful to each one of you and your willingness to share your wisdom, expertise, and resources with our CFX Community.

If at any point at the conference you need answers and can't find anyone, please call or text me at 717.222.7713.

Here we go!

Blessings,  
Stephanie Lippi

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