



## Presenter Frequently Asked Questions

Where is the conference being held?

- The conference is being held at the Kay Bailey Hutchison Convention Center, located at 650 S Griffin St, Dallas, TX 75202. We'll be in Hall A, located on the 2<sup>nd</sup> level.

What is the dress code?

- The event will be casual. Most attendees will be wearing jeans and comfortable shoes.

Where should I go when I arrive?

- Start at **Registration** to pick up your badge.
- **At least 1 hour** before your session or demo begins, check in at the **Speaker Lounge** located in Room A308. If your session is early in the morning, please check in at 7:30 when the lounge opens.
  - You can prepare for your session here, relax, and use this as your home base. There will be seating, work spaces and a computer for anything you may need for your presentation.
  - If you need to store anything here, this will be a safe location to do so.
  - Someone will be available here to direct you to your session location or answer any questions you may have.

When should I arrive for my session?

- Breakout Sessions
  - Please be at the room you're assigned to for your session **30 minutes** before it begins. There may be a session taking place in the room where your session will be; if this is the case, you'll only need to arrive 20 minutes prior to your session. This will allow you time to get set up and test out any technical elements that will be part of your session.
- CFX Talks
  - If you're doing a CFX Talk, there may be very little time in between sessions. Therefore, please be at the CFX Connections Stage at 10:30 AM on the day you're scheduled to test your technical elements.
- Exhibitor Spotlights
  - If you're doing an Exhibitor Spotlight, there may be very little time in between sessions. Therefore, please be at your assigned stage at 10:45 AM on the day you're scheduled to test your technical elements.

#### Who is my main audience?

- Expect to have pastors, executive pastors, communications directors, technical directors, facilities managers, building committee members, administrators, and team members from any of these ministries attend sessions. Exhibitors and other presenters may also sit in on your session or demo.
- Please remember that people will be coming from a variety of church sizes ranging from 50-5000+ seats in their churches, and with budgets ranging from small to very large.
- Attendees will be coming with the main objectives of learning and networking. We encourage you to provide them with the best information you can on your topic that is relevant and engaging. Send them home with takeaways that they can use right away in their churches. Please refrain from using your session as a platform for promotion of your services or products, unless your session is an Exhibitor Spotlight. However, we do encourage you to inform attendees of all resources available to them that pertain to your topic so they can make their own educated choices.
- If you would like to showcase your product or service, we encourage you to engage in a 20-minute Exhibitor Spotlight. We do want to provide opportunities for people to better understand how you can help them, and this is the perfect platform to do so. Please submit these sessions to Stephanie Lippi to be included in the program. (They do require an additional cost to present.)

#### Who should I contact if I have any questions?

- Stephanie Lippi will be your main POC for any questions or concerns you have, both prior to and at the event. The best way to reach her at the event will be to call or text her at 717.222.7713. Prior to the event, you may also email her at [slippi@churchfacilitiesexpo.com](mailto:slippi@churchfacilitiesexpo.com).

#### Will there be an evaluation of my session?

- We will provide surveys via the mobile app after your session for attendees to provide feedback. We will share this information with you within 4 to 6 weeks after the conference. Please encourage your attendees to fill out their surveys to better help us and you as we craft future events.

#### Can I attend other sessions and the Expo Floor?

- As part of our agreement with you, you will receive full access to the conference & expo; you will need your badge to access the other sessions and the Expo Floor. We encourage you to check out the rest of the event and find ways to learn, network and connect with others by helping us build the CFX Community!