

All Speakers

Please submit your electronic presentation and/or handouts to [Kate Ryan](#) by Monday, November 24, 2008, or as soon as possible thereafter. We will post them on the ERC Association website agenda, so that the attendees can preview them and print hard copies to bring to the meeting. We are moving to a greener meeting, and minimizing paper usage and waste is one of our priorities.

Please let [Kate](#) and your session moderator know what audio-visual equipment you will need. To keep costs in check, we only order what is requested in advance. Onsite requests may or may not be able to be accommodated.

Non-ERC Speakers (not affiliated with a current ERC or with NSF)

In addition to the above, we ask all non-ERC speakers to [register](#) for the meeting but the registration fee is waived. When prompted, indicate that you would be paying by check, and when you reach the payment section select "Purchase Order" and type in "Speaker." No fee will be assessed.

Ann Becker and Associates will also provide for one night's lodging at the meeting hotel, and will reimburse your long distance and/or local ground transportation. Let [Kate](#) know for which night you will need a hotel guest room reservation, and the cost of that night plus tax will be billed directly to our master account with the Hyatt. Please download the [expense reimbursement form](#) [attached] for the guidelines and procedures for incurring and submitting your other travel expenses for reimbursement.