

## Dear Poster Presenter,

We are excited to have you join us at the [2024 Annual Conference on Advancing School Mental Health](#) on December 5-7, 2024, at the Hyatt Regency Orlando. This conference will begin on Thursday, December 5<sup>th</sup> with check-in and continental breakfast starting at 7:30am and the welcome and keynote address at 8:15am.

## General Conference Information

### Location

[Hyatt Regency Orlando](#), 9801 International Drive, Orlando, FL 32819

### Travel

#### **Parking and Transportation**

***We do not compensate for parking or transportation costs.***

- Public transit, fare shuttles, ride share companies (like Lyft and Uber), and other travel options are available.
- The Hyatt Regency Orlando does not provide shuttle service to/from the airport.
- If you are driving, be prepared for traffic. We recommend leaving extra time to get to the hotel and park 30 minutes before you wish to arrive at a session.
- There are some parking options at the Hyatt Regency Orlando.
  - Valet is approximately \$55/per day
  - Self-parking for conference attendees is \$7.00/entrance (conference rate only). Regular rate starts at \$38/per entrance.

#### **Nearby Transit**

- Bus Station: [Lynx Bus operated by Central Florida Regional Transportation Authority](#)
- Train Station: [Orlando Station](#)

### Hotel Accommodations

You must book your own hotel accommodation. Visit the [conference webpage](#) then "Hotel Reservations" for a list of overflow hotels.

### On-site Business Office

An on-site business office will be available for your use during the conference for a fee. Please visit the on-site registration desk for directions on how to pay for and access this space.

### Check-in & Badge Pickup

Badge pickup is in **Tower 1 Convention Level** of the hotel. Signs and NCSMH staff will help you navigate to the check-in area.

- To expedite the check-in process, please have the QR code in this email open on your phone with maximum brightness before approaching the check-in kiosk.
- Once the QR code scans, remove your phone from the scanner. A staff member will then give you your badge.
- Attendees are required to always wear their badges at the conference.

### **Badge Pick-up Times (Eastern Time)**

- Wednesday December 4<sup>th</sup> 2:00-5:00pm
- Thursday December 5<sup>th</sup> 7:30-9:30am, 3:00-5:00pm
- Friday December 6<sup>th</sup> 7:30-9:30am, 3:00-4:00pm
- *There is no badge pick up on Saturday, December 7<sup>th</sup>*

## **Agenda**

For a comprehensive overview of the program, including session descriptions, please consult the [Program Booklet](#). The schedule for all three days is available in the mobile app and program booklet, as well as being posted on the [conference webpage](#) and [registration website](#).

## **Conference App**

Directions for downloading the mobile app will be sent via email prior to the conference. Attendees should plan to use the mobile app to access the schedule, session information, and evaluation surveys.

## **Attire**

The dress code is business casual. Since temperatures can vary in large meeting rooms, we recommend dressing in layers and bringing a sweater or jacket. Please note that temperatures in Orlando are expected to range from the high 70s to the low 50s during the conference days.

## **Registration**

- Online registration is closed.
- On-site registration will be available at Tower 1 Convention Level of the hotel near check-in.
- We accept Visa, Mastercard, purchase orders, or checks (made payable to the University of Maryland). Questions about payment should be directed to Christina Walker at the on-site registration table (also 410-706-0980 or [cwalker@som.umaryland.edu](mailto:cwalker@som.umaryland.edu)).

## ***On-site Registration Times (Eastern Time)***

- Wednesday December 4<sup>th</sup> 2:00-5:00pm
- Thursday December 5<sup>th</sup> 7:30-9:30am
- Friday December 6<sup>th</sup> 7:30-9:30am

## ***Payment Completion***

- Your invoice/receipt is embedded in your conference confirmation email, beneath your confirmation number.
- [Print a copy of your invoice or receipt](#).
- You are responsible for forwarding your invoice/receipt to your organization. If you need assistance, please find a staff member on-site or connect with Christina Walker at the on-site registration table (also 410-706-0980 or [cwalker@som.umaryland.edu](mailto:cwalker@som.umaryland.edu)).

## ***Modifying Registration Information***

Attendees can modify their information during badge print. Alternatively:

- Visit the [conference registration website](#).
- Scroll to the bottom of the page, and click the link that says, "Already registered."
- A window will pop up and will ask you for your email that you registered with and your confirmation # (*this # can be found on the confirmation email you received after you registered*).
- Once you are logged into your registration, you can modify your information.

## **Continuing Education Credits**

- Continuing education credits are approved for counselors, health educators, marriage-family therapists, nurses, social workers, occupational therapists, and psychologists.
- Continuing education credit is awarded on a session-by-session basis with full attendance required for each session attended. Partial session credit is not offered. There is no additional fee to apply for continuing education credit.
- Evaluation surveys must be completed in the conference app for each session attended by those pursuing continuing education credits.
- [Access the ASMH CE Packet](#). Completed CE packets should be returned to The Institute for Continuing Education.

### **Exhibitors**

Between sessions, visit our exhibitors! Exhibit tables are open Thursday 12/5 and Friday 12/6.

### **Meals**

A light continental breakfast will be provided on Thursday, Friday, and Saturday. A boxed lunch will be provided on Thursday outside of the Regency Ballroom. Lunch Friday is on your own, and refreshments and hors d'oeuvres will be served at the Friday night Poster & Networking Reception.

## **Poster Session Information**

### **Poster Session Information**

The poster session will be held in the **Regency Ballroom S-V from 5:15-6:30pm on Friday, December 6th**. Please arrive at 4:00pm for set up and to view other posters. Once the session begins, stay with your poster during the session to discuss your work with other attendees and presenters.

### **Poster Board Sizing**

The poster boards are '4 x '8 wide and hold one poster on each side of the board. Pushpins will be provided.

### **Poster Board Dismantling**

At the end of the session, remain in the room to dismantle your poster and gather your belongings.

*Thank you again for presenting at the conference on your work advancing school mental health. We look forward to working with you in person!*