

Dear Conference 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 5th 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 4th 2:00-5:00pm
- Thursday December 5th 7:30-9:30am, 3:00-5:00pm
- Friday December 6th 7:30-9:30am, 3:00-4:00pm
- *There is no badge pick up on Saturday, December 7th*

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 cnwalker@som.umaryland.edu).

On-site Registration Times (Eastern Time)

- Wednesday December 4th 2:00-5:00pm
- Thursday December 5th 7:30-9:30am
- Friday December 6th 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 cnwalker@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.

Presenter Information

Session Location and Room Assignments

Use the conference app to find your room.

Audio/Visual

Presenters are responsible for **bringing your own laptop and accessories (powercord, Macbook Dongle adaptors for HDMI, ect.) for your presentation**. If your slides are hosted on a cloud-based server (Google Drive, SharePoint, OneDrive, etc.) download a copy directly to your device in case there are internet issues. Adapters compatible with the venue equipment will be provided as well as a clicker. Connect with your assigned session moderator and discuss any needs or concerns with them.

Presentation Arrival and Timing

Please arrive at your assigned room with your name badge **15 minutes before** the start of your session time. We recommend that you leave 10 minutes for the following: Q&A with attendees, time to complete the evaluation, and just a little wiggle room for the unknowns. An ambassador will be present to signal when you have 5 minutes remaining, then 2 minutes remaining, and will display a stop sign when time is up. Once the stop sign is shown, you must end your session to ensure a smooth transition for the next presenter. Encourage attendees to complete the evaluations in the mobile app within your conference session. It is important to share the evaluation so feedback for your session can be collected.

Breakout Room

In each breakout room, there will be a projector screen, audio sound, Wi-Fi, podium, one wired microphone, flipchart, markers, panel table, and a clicker. Please note that microphones are not wireless and will have limited mobility.

Handouts

To share materials with participants, please either share a QR code, collect emails for you to send materials after the conference or bring handouts (50-100 recommended). If you are distributing physical handouts, please bring them to your presentation room before your session begins and place them on the back table.

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