



SPEAKER'S KIT

Surface Transportation Summit
 October 15, 2014
www.surfacetransportationsummit.com

Thank you for agreeing to be a speaker at the Surface Transportation Summit. We are looking forward to your visit and are confident our attendees will receive great value from your presentation.

To help facilitate for a smooth and successful session, we have provided this kit. Please read over the material as soon as possible and forward all applicable documents by the key dates listed below.

KEY DATES	
Immediately	Return pages 1 to 3 completed and signed to: schiang@bizinfogroup.ca
September 19, 2014	Review your online Speakers Page and send any revisions (see below)
October 3, 2014	Deadline to forward your presentation (see page 2 for instructions)
October 15, 2014	Surface Transportation Summit

Please review and make any corrections:

SPEAKER INFORMATION			
Speaker Name			
Title			
Company Name			
Mailing Address			
Email			
Website			
Mobile/Onsite Phone		Office Phone	
Hotel (if applicable)			
Dietary Restrictions			
Emergency Contact			
Email		Mobile	
Biography	<p>View your personal speakers page at http://www.surfacetransportationsummit.com/speakers/</p> <p><i>If any information is missing or if you would like to provide additional general information about yourself, successes, past current and future for your introduction please forward this information to schiang@bizinfogroup.ca by September 19, 2014</i></p> <p><i>Note that all website content may be edited.</i></p>		



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EQUIPMENT REQUIREMENTS

Each presentation room is equipped with a **large screen, projector, podium, microphone and a laptop at the tech table**. If you have any special requirements / questions please speak to Lou Smyrlis at lou@transportationmedia.ca **no later than October 3, 2014**.

PRESENTATION MATERIALS

Please forward a soft copy of your material, in PowerPoint **no later than September 30, 2014** to Dan Goodwill at dan@dantranscon.com.

WHAT TO EXPECT

WHAT TO BRING

- A USB Drive with your PowerPoint presentation including any videos you plan to use in your presentation as a backup to the one you sent in prior.

WHEN TO ARRIVE

Please arrive at least 30 minutes prior to your session and notify show staff that you have arrived by:

- Picking up your badge at registration
- Meeting Stephanie Chiang or Melissa Ho who can direct you to your session room

You are welcome to join the conference and you will automatically receive a full conference pass to attend any sessions throughout the show. This includes lunch for each day and breaks.

Note: Session room assignments will be available at the show in the agenda and signage.



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MEDIA RELEASE FORM

Surface Transportation Summit
October 15, 2014
Mississauga Convention Centre, Mississauga, ON, Canada
www.surfacetransportationsummit.com

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Additionally, I hereby release *Canadian Shipper / Truck News / Truck West magazine* of all responsibility should any third party violate the terms set out in this release.

Speaker Signature

Date

Lou Smyrlis, Truck News / Truck West magazine

Date

For office use only:

Contact Info Bio Picture Title Synopsis Room Requirements PPT Waiver



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SHOW DETAILS

- Details** Surface Transportation Summit
October 15, 2014
- Program** <http://www.surfacetransportationsummit.com/agenda/>
- Venue** Mississauga Convention Centre, Mississauga, Canada
75 Derry Rd W, Mississauga, ON L5W 1G3
Mississauga, ON L5W 1G3
Telephone: (905) 564-1920
www.mississaugaconvention.com
Maps and Directions: <http://mississaugaconvention.com/contactus>
- Hotel** For hotel options and group discount rates see:
<http://www.surfacetransportationsummit.com/accommodation/>
- Organizer** Business Information Group, producer of Canadian Shipper / Motor Truck /Truck
West Magazine and Dan Goodwill & Associates
For more information see: www.surfacetransportationsummit.com
- EMERGENCY CONTACT** In case of emergency cancellations or notifications pre-show or during the show call: 647 984 8800

Contact Dan Goodwill
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