

# FREQUENTLY ASKED QUESTIONS

## How do I get help in an Emergency?

Contact an ASPRS staff person or pick up any hotel house phone and ask for Security. Give all details of the emergency including the location.

## Where is the CRSS/ASPRS Conference Registration Desk?

The ASPRS Conference Registration Desk is located on Level Four of the Westin Ottawa Hotel.

## What are the Conference Registration Desk Hours?

Sunday, Oct. 28	4:00 pm to 7:00 pm
Monday, Oct. 29	6:30 am to 5:00 pm
Tuesday, Oct. 30	6:30 am to 5:45 pm
Wednesday, Oct. 31	6:30 am to 5:00 pm
Thursday, Nov. 1	7:30 am to 11:30 am

Note: Once the Conference Registration Desk is closed for the day, materials will not be available until the following morning.

## What are the Exhibit Hall Hours?

Tuesday, Oct. 30	1:00 pm to 7:00 pm
Wednesday, Oct. 31	9:30 am to 5:00 pm
Thursday, Nov. 1	9:30 am to 11:30 am

## Are Workshops included with the registration fees?

No. Workshops require individual registration and a separate fee in addition to the general conference registration fees. Availability is based on space. We do not reserve spaces without full payment in advance and there is no waiting list. Workshop registrations must be postmarked by September 28, 2007. ASPRS reserves the right to cancel any workshop if the minimum number of registrations is not received by September 28, 2007. On-site registration will be available for confirmed workshops with available space.

## Is the Great Lakes Regional Data Exchange included in the conference registration?

No. A separate fee is being charged for this event. Please see page 4 of this program for complete details.

## What should presenters do after they register?

ALL PRESENTERS MUST CHECK-IN IN THE PRESENTERS' ROOM (New Brunswick Room – 4th Fl.) - AS SOON AS THEY ARRIVE AT THE CONFERENCE. A Master Program will be posted. Please put your initials and cell phone number or hotel room number beside your name on this Master Program. This will be our way of knowing that you have arrived and that we don't have a no-show situation.

## Do presenters bring their own laptops?

Yes, ASPRS does not provide laptops or desktop computers, laser pointers or flip charts for speakers. However, projectors and screens will be provided in all meeting rooms.

## Do Presenters have a Preparation Room?

Yes, the New Brunswick Room, 4th floor, has been reserved for you. The room will be available on a first come basis from 8 am to 5 pm Tuesday October 30 and Wednesday, October 31 and 8:00 am to 11:30 am, Thursday, November 1 for rehearsal only. This room will be equipped with an LCD projector and screen. All presenters must bring their own laptops for all presentations.. We encourage all presenters to review their materials prior to their presentation.

## Do Moderators need to check-in?

Yes, after you pick up your registration materials, go to the Presenters Preparation Room (New Brunswick Room, 4th floor). A Master Program will be posted. Please put your initials and cell phone number or hotel room number beside your name on this Master Program. We are asking the presenters to do the same thing. This will be our way of knowing that moderators and presenters have arrived and that we don't have a no-show situation.

Prior to your session, check back in the Presenters Preparation Room to confirm that all of your presenters have arrived at the conference (by checking on the Master Program).

## Is there an ASPRS/CRSS staff office in the hotel?

Yes, the CRSS/ASPRS staff office is located in the Prince Edward Island Room on the Fourth Floor of the Westin Hotel.

## Where should Student Assistants report?

All Student Assistants should check in with the Coordinator in the CRSS/ASPRS Staff Office (Prince Edward Island Room on the Fourth Floor of the Westin Hotel) at least 15 minutes before their scheduled start time.

## Will there be a Press Room?

Yes, a room will be provided for use by members of the press who have registered for the conference. All attendees are encouraged to place applicable press releases in this room for distribution to the press. Please check with the Conference Registration Desk for the location.

## Why do I need a badge?

You paid your registration fee and your badge is proof of it. For entrance to the keynote, general and technical sessions, and Exhibit Hall, you need to wear your name badge.

## What if I forget or lose my badge?

A charge of \$5 will be made for replacement of lost badges.

## Why do I need tickets for certain events?

Your tickets are proof of payment for certain events and must be presented at the collection point. Lost tickets will not be replaced.

## How can I visit the Exhibit Hall if I am not registered for the conference?

Daily Exhibit Hall badges may be purchased at the ASPRS/CRSS Registration Desk in The Westin Ottawa Hotel. Everyone entering the Exhibit Hall must have a name badge, including children over 12 years of age. Children under 12 years of age are not permitted in the Exhibit Hall at any time due to insurance and safety regulations.

## Will it be possible to post resumes and job openings?

Yes, posting boards are provided in the Exhibit Hall for all resumes and job openings. Please bring multiple copies of all postings to allow interested parties to take one and check the board frequently for new materials.

## How do I contact other Conference attendees?

A message board is located in the Conference Registration Area – 4th floor.

## How can someone from outside the hotel contact me?

Messages cannot be personally delivered to Conference attendees due to the varied schedules of everyone in attendance. Messages can be left in the rooms of those staying at The Westin Hotel through the hotel telephone operator. Packages and fax messages can be sent to individuals staying at the hotel. (Please remember that all parcels coming from outside Canada must clear Canadian Customs before they can be delivered.) They should be addressed to the individual at the following address:

The Westin Ottawa  
11 Colonel By Drive  
Ottawa, Ontario K1N9H4  
CANADA  
(613) 560-7000; (613) 560-7359 (Fax)

## Is there a Lost and Found?

Please contact Hotel Security through the hotel house phones for all lost and found items.