

## ***2018 Connecticut Land Conservation Conference Faculty Instructions***

**Confirmation of Workshop Descriptions and Presenters:** Descriptions and presenters for each course are posted on our Conference webpage [HERE](#) and will be included as part of the Conference Program. Please review the same and advise us of any corrections, additions, etc. by **February 27**.

**Faculty Bios:** If you haven't already done so, please send name(s) and a short bio for each presenter by **February 27**.

**Registration:** Please register on-line [HERE](#) ASAP. As a presenter, you may elect to receive a complimentary registration. (No more than 3 complimentary registrations per workshop)

**Workshop Format:** Workshops are 45, 75 or 90 minutes. Please plan for ample time for questions and discussion. A course schedule is posted on our Conference webpage [HERE](#).

**Course Attendance and Room Assignment:** On or about one week prior to the Conference we will notify you as to approximately how many people are registered for your workshop as well as your room assignment(s).

**Course Handouts and other materials:** You are responsible for printing your session handouts. However, we would like to make as much material available for download from our website as possible before and after the event. If you have digital files of your handouts and/or PowerPoint presentations we would greatly appreciate a file copy, which you can email to Kathy at [kblachowski@ctconservation.org](mailto:kblachowski@ctconservation.org) by **March 10 (if you would like them available before the Conference) or ASAP after the Conference**.

### **Audio-Visual Services:**

The majority of the workshop rooms at Wesleyan are outfitted with a/v equipment including computers and projectors with USB ports. This year we have hired a technical producer who, along with the Wesleyan technicians, will be on-hand throughout the day to address any a/v needs.

### **Travel Information and Hotel Accommodations**

***(ROOMS AT REDUCED RATE ARE SOLD OUT)***

- 1. Hotel Accommodations:** For the nights of Friday March 16 and/or Saturday March 17, we recommend [The Inn at Middletown](#), located at 70 Main Street, Middletown (10 minute walk to Wesleyan).
- 2. Inn at Middletown Reservations:**
  - By phone: **860-854-6300**
  - On-line: [www.innatmiddletown.com](http://www.innatmiddletown.com)
    - Enter the appropriate dates and number of guests
- 3. Air Travel:** For those of you who are flying in using a commercial airline, the nearest airport is Hartford-Springfield (BDL), which is about a half hour drive from Middletown.

Any questions or requests, please contact CLCC Executive Director Amy B. Paterson at [abpaterson@ctconservation.org](mailto:abpaterson@ctconservation.org) or at **860-614-8537**. Keep up-to-date on the Conference by visiting our [Conference Webpage](#).

***Thank you very much for your participation!***