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Subject: Speakers' Reminders for the ' Spring'Sustainability & EHS Symposium in Cincinnati on March 27-28
Attachments: EHS Speaker Guidelines.pdf

Sustainability & EHS Symposium Speakers,

Many, many thanks for your willingness to speak next month at the 27th Annual Sustainability & EHS Symposium in Cincinnati on **Tuesday & Wednesday, March 27-28** in Cincinnati at the Duke Energy Center (*except for the closing luncheon at host Hilton Netherlands.*) Attendance looks fantastic!! As speakers, remember **you are already registered** for the entire Symposium complimentary and can attend any session you wish. Attached again are our speakers guidelines. A couple reminders:

1. **Speaker presentations, bios and other written materials** are due on **Friday, March 2** ... you can either e-mail me or, if the files are very large, upload to our FTP site noted in our guidelines. Please use the **4:3 ratio in developing PowerPoints** as it literally impossible to

combine with the widescreen format (16:9) default PPTs for a seamless workshop or general session presentation. Please pay particular attention to page 3 when submitting **your updated bio including all of your contact information**. You'd be surprised how many bios we get without basic contact information – *why speak if attendees don't know how to contact you afterwards?*

2. Any special a/v needs ... such an **audio patch for a video embedded** in the PowerPoint ... should be also e-mailed me by Friday, March 2

3. Before the cut of date of **March 5**, if you **need lodging** at the Hilton Netherland Plaza for the evenings of Monday, March 26 and/or Tuesday, March 27, please reserve your hotel rooms at the special \$133 rate via this online Symposium link to the hotel:

<https://aws.passkey.com/gt/lodging/214004204?gtid=e623416e8378d8218e79f1de05c49cd6>

Finally, as I just did a broadcast e-mail to folks who haven't registered yet in our database, in the subject I used the word '**Spring' Sustainability & EHS Symposium** as spring here in Columbus a welcomed thought, on a day when most schools are closed due to winter snow storms. Thanks again for speaking at next month's "Spring" Symposium in Cincinnati!!

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