

SPEAKER CHECKLIST

Texas Environmental Superconference 2018 "A Texas State of Mind"

August 2-3, 2018 -- Conference
August 1, 2018 – Wednesday Evening Program (The Environmental Forecast for Post-Harvey
Texas)
Four Seasons Hotel, Austin

1. Proof Program Draft Send any corrections to your name, title, and affiliation or session title to Trudi Lehnhardt - e-mail: trudi.lehnhardt@haynesboone.com ; phone 512.867.8469.	Immediately <input type="checkbox"/>
2. Calendar Presentation Date(s) and Time(s) Review speaking dates and times. Calendar July 13, 2017 as the due date for papers and bios.	Immediately <input type="checkbox"/>
3. Book Travel and Hotel if applicable. You will need to make your own hotel arrangements. The Four Seasons is offering special rates. Their telephone number is (512) 478-4500. The room block goes quickly, so make your reservations now. There are also many other fine hotels nearby. See www.texenrds.org for a listing. As a speaker, you will automatically be registered for the program at which you are speaking (<i>i.e.</i> , conference or Wednesday evening program). If you would like to attend the other program, please email Jo El Mercer, JoEl.Mercer@haynesboone.com and we will register you for that program	
4. Provide Papers and Bios in electronic format to Gilbert Gonzales; email: gilbert.gonzales@haynesboone.com , phone 512.867.8480. See speaker letter for formatting instructions.	Due July 13, 2017 <input type="checkbox"/>
5. Provide Powerpoint Presentation (if you are planning on using one) in electronic format to gilbert.gonzales@haynesboone.com . You should also contact Gilbert with any audio/visual requests by this date. <i>Please do not submit your presentation in Corel.</i>	Due July 13, 2017 <input type="checkbox"/>

Questions?

Registration

Jo El Mercer – e-mail: JoEl.Mercer@haynesboone.com; phone: 512.867.8507

Substantive

Jeff Civins – e-mail: jeff.civins@haynesboone.com, phone: 512.867.8477