



AFP Massachusetts Annual Conference on Philanthropy

EVENT INFO

Date: Wednesday, November 29, 2017 (Breakout sessions take place at 9:15a; 10:30a; 2:00p; and 3:30p)
Boston Marriott Copley Place
Location: 110 Huntington Ave, Boston, MA 02116

DAY OF

Thank you for presenting for AFP!

- Please check in at Conference Registration Desk, Boston Marriott Copley Place, 4th Floor Lobby
- You have the option to test your presentation/video beforehand in the Ballroom - Main AV station (Salon EF)
- A Room Monitor has been assigned to your session room and will be there 15 minutes before the session.
- The Board and Conference committee will provide two complimentary meals while you are onsite with us:
 - Breakfast
 - Lunch/Keynote Address
- Note: **Full Conference registration and transportation are not covered.** Please see below for the speaker discount code or email info@afpmass.org with questions.

AV and SET-UP

• AFP will provide:

- LCD Projector
- Screen
- Clicker
- Wireless microphone
- Technician to help set up
- Wi-Fi code
- PowerPoint template

**** AFP does not provide speaker laptops. ****

• Speaker will provide:

- Your own laptop **with the PowerPoint presentation already pre-loaded**
- Either a 60 minute or 75 minute session including Q&A. Length is pre-assigned by the committee.

**** Please contact AFP if you think you will have trouble providing your own laptop. ****

• Other:

- Lavalier microphones are not available *unless specifically requested and subject to approval by AFP MA.*
- Video and sound tests are required for slides that contain video. *If your presentation contains video, please let us know ahead of time.*
- Arrive to session room at least 15 minutes early to set up and meet with your designated room monitor and AV contact.

PRE-CONFERENCE

• Send by Email

- Headshot (including all panelists) plus Session Title and Session Description due: **Monday, Sept. 24**
- PowerPoint slides due: **Friday, Nov. 10 or before**

Please email to:
info@afpmass.org

• Register

- Full Conference registration and transportation are not covered:
 1. Select registration type "Special Rate – Conference Speaker"
 2. Enter code **AFP2017**
 3. This will give you a conference rate of \$199

Consider becoming an AFP Member [here](#).

• Reserve Hotel Room (optional)

- Hotel accommodations are available for a discounted rate of \$299 per night at Boston Marriott Copley Hotel - **Cutoff date is November 7th**

To reserve a hotel room, please use [online registration link](#) or call Maggie Whiting at 617-937-5689 (ext. 6737) and say you are with the AFP Conference.

QUESTIONS

Please call: Melanie McHugh, Chapter Administrator: 781-894-3140

THANK YOU!