

Annual DoD/VA Suicide Prevention Conference
 June 20 - 22, 2012 / Renaissance Washington D.C. Hotel
 999 Ninth Street, NW, Washington, D.C. 20001

Hosted by the Defense Centers of Excellence for Psychological Health
 and Traumatic Brain Injury and the Department of Veterans Affairs




SPEAKER PACKET

General Information

Date/Time June 20 – 21, 2012, 8 a.m. – 5 p.m.
 June 22, 2012, 8 a.m. – 1 p.m.

Location Renaissance Washington D.C. Hotel
 999 Ninth Street, N.W.
 Washington, D.C. 20001

Registration Registration is now open. Select the following link, <http://registration3.experient-inc.com/showDSP121/Default.aspx>, and register no later than May 18, 2012.

Website To view the current agenda and other conference related details, please visit:
 <http://www.dcoe.health.mil/Training/SuicidePreventionConference.aspx>

Important Deadlines

Registration website	Now Open
Submit biography, CV and disclosure form to Experient	April 30
Register for conference (via registration website)	May 18
Renaissance Hotel reservation cutoff	May 29
Submit presentation to Experient	June 4

Travel Policies

VA Speakers: Please contact Kim Polette (Kimber.Polette@va.gov) for more information.

DoD Speakers: Please contact John Rebstock (John.Rebstock.ctr@tma.osd.mil) for more information. Please indicate if you are in the DTS in your correspondence.

Other Speakers: Please contact Linda Dhawan (linda.dhawan@experient-inc.com) for more information.

Hotel Reservations

Room blocks have been established at the following hotels. In order to receive the government per diem rate you must reserve your room through the conference registration website. Rooms are available on a first-come, first-served basis.

Hotels:	Reservation Cut-off Date:
*Renaissance Washington D.C. Hotel	May 29, 2012
Hilton Garden Inn, Washington, D.C./U.S. Capitol	June 1, 2012
Hamilton Crowne Plaza, Washington, D.C.	June 1, 2012
*Conference hotel	

Audio Visual Information

Each meeting room space will include the following audio visual equipment:

- (1) laptop - audio/video compatible
- (1) lectern with microphone
- (1) lavalier microphone
- (1) Head table with tabletop microphone(s)
- (1) Projection unit (to include LCD projector, screen and laser pointer)
- (1) Flip chart with markers
- Internet connection at the lectern

We are unable to accommodate requests for additional equipment during the conference. **If you require equipment that is not listed, please contact Brandy Walker at brandy.walker@experient-inc.com by April 30.** Requests will be approved based upon availability of equipment.

Presentations/Handouts

PowerPoint Presentation:

You will receive separate instruction for uploading your presentation prior to the conference. Your presentation will be loaded on the laptop assigned to your session room. If you need to make changes to your presentation after it has been submitted, you can do so from the speaker ready room at the conference.

PowerPoint Template:

In an effort to have a uniformed look for each session, we encourage you to use the attached PowerPoint template.

Handouts:

Presentation slides will be available to attendees on the DCoE website following the conference.

Program Book

Biography and Presentation Description:

All speaker biographies and presentation descriptions will be listed in the conference program book. Please submit your current biography and presentation description (maximum of 200 words each) in a Microsoft Word document to Brandy Walker at brandy.walker@experient-inc.com by April 30, 2012.

CEU Information

Attendees will have the opportunity to earn continuing education units (CEUs) by attending each full day of the conference. In order to be compliant with our CEU accreditation provider, please submit your current CV (the biography submitted for the program book will **not** suffice) and the attached disclosure form to Brandy Walker at brandy.walker@experient.com by April 30, 2012.

Conference Arrival Procedure

Please check-in at the speaker registration table, not the general attendee registration table. You will be given your badge, program and updates/special instructions regarding your session.

Registration hours:

June 18, 5 – 7 p.m.

June 19-21, 7 a.m. – 5 p.m.

Speaker ready room hours:

June 19-21, 7 a.m. – 5 p.m.

June 22, 7 a.m. – noon

If you are using a PowerPoint presentation or other visual presentation equipment, please report to the speaker ready room (meeting room 19) at least 1 hour prior to your presentation to make any updates or changes. Please report to your session room 20 minutes prior to your presentation start time for a sound check and to make sure your presentation is running properly.