



## Presenter's Guide to the 2008 Cohousing Conference

Thank you for agreeing to present your topic at this year's conference. The conference wouldn't exist without terrific presentations on cohousing-relevant topics, and we truly appreciate your time and energy.

Below you will find helpful information as you prepare for the conference at Bentley College this June. If you have any additional questions, please do not hesitate to contact Whitney Schmidt, Conference Coordinator, at [whitneyschmidt@verizon.net](mailto:whitneyschmidt@verizon.net), or (774) 678-9083. Please be sure to fill out the attached Presenter Information Form and return it by May 15 to [whitneyschmidt@verizon.net](mailto:whitneyschmidt@verizon.net), or by fax to 508-355-0711.

### **Getting to Campus**

Bentley is situated about a half hour west of Boston Logan Airport. Public transportation is available, and can be mapped according to you specific arrival times at [www.mbta.com](http://www.mbta.com). *Because of the ongoing construction at Logan Airport, subway transportation from the airport is currently quite a long process. If you have many bags, you may prefer to explore other options.*

You may map your trip to campus by car at <http://www.bentley.edu/directions/>  
If you have any questions about getting to campus, or need assistance in any way, please contact the conference coordinator.

### **Arrival**

Upon your arrival at Bentley College, please check in with Registration for your room assignment and other information. Registration can be found on the third floor of the La Cava Building from 8-9 am Thursday, 8-11 am Friday, and 3-6 pm Friday. Dorm Registration (for those staying at Bentley overnight) will take place at those same times in the lobby of Copley North. For early arrivals or arrivals outside of registration times, please contact the Conference Coordinator.

### **Shipping Materials**

Should you need to pre-ship any materials for your presentation, you may do so directly to the campus. The shipping address is:

Bentley College  
Attention Jennifer Fleming  
La Cava Building  
175 Forest Street  
Waltham, MA 02452



*Building a sustainable society  
one neighborhood at a time.*



### **Accessibility**

Bentley College is an accessible campus, though it is on a hill. Classroom buildings are on the topside of the hill, with dorms at the bottom. Shuttle access to the dorms (and campus) is available. Please assist us in making your experience as accommodating as possible by letting us know your needs on the attached Presenter Information Form.

### **Classroom Assignments for your presentation**

We will be making classroom assignments within the next couple of weeks, and at that time will communicate your room to you. Assignments may also be checked on the board at the Registration Desk or with the Concierge.

### **Media Materials for your presentation**

LCD Projectors will be available in each classroom. Please make arrangements for other equipment you may need before your arrival. You may contact the Conference coordinator if you have questions.

### **Recording the Conference**

Some sessions of this conference may be audio recorded or videotaped for Association use. Copies of any recordings will be available free of charge to presenters, for their use.

### **Registering for the Conference**

Most presenters are also attending the conference. Please be sure to register online at [www.cohousing.org](http://www.cohousing.org). Each presenter will receive a \$50 gift certificate for use at the FIC Bookstore or the Cohousing Association Bookstore. Your contribution to our conference is tax deductible. The Cohousing Association is a 503C organization

### **WiFi Access**

Bentley College has campus-side available WiFi. Pass codes will be given upon registration.

### **Professional's Room**

Please join other Cohousing Professionals and Presenters in our First Ever Professional's Room! Tables and chairs, coffee, water, snacks all day. You may also pick up your meals in this room, rather than in the general meal line. Open from 7 am – 7 pm Friday through Sunday (closes at 5 pm on Sunday).



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## Presenter Information Form 2008 Cohousing Conference

**Your Name:**

**Company or Organization:**

**Presentation Topic:**

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**Method of arrival:**

**Date and Time:**

**Flight or Train number:**

**Are you staying with us on campus?**

**Do you have any accessibility requirements with which we may assist you?**

**Do you need specific equipment provided to you for your presentation? Please describe. Are there other needs with which we may assist you?**

**By signing below, I give permission to the Cohousing Association of the United States to use video, photographic, and audio recordings of my participation in conference presentations and activities at their discretion.**

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**Signature**

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**Date**

**IF POSSIBLE, PLEASE EMAIL A PHOTO OF YOURSELF TO  
[whitneyschmidt@verizon.net](mailto:whitneyschmidt@verizon.net)  
SO THAT WE MAY INCLUDE IT IN OUR PRESENTATION DESCRIPTIONS**



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