



California Science Education Conference

NOVEMBER 30 – DECEMBER 2, 2018
PASADENA, CA



Presenter Information, Terms, Conditions, Policies, & Procedures

LEAD PRESENTER REGISTRATION AND PROGRAM BOOK LISTING

There is one lead presenter per short course. Lead presenters who are CSTA members (current through December 1, 2018) receive a 50% discount on their conference registration. If the lead presenter's membership expires before December 1, 2018 or if the presenter is not a current member, the presenter must renew, join, or pay the full registration price. If the presenter's membership is current through December 1, 2018, half of the registration fee is waived. The presenter will be provided with a presenter registration form if the proposal is accepted and the presenter confirms his/her participation as a lead presenter.

Only one lead presenter per workshop will be listed in the conference program and on the conference website.

CO-PRESENTER REGISTRATION AND PROGRAM BOOK LISTING

Co-presenters do not receive complimentary registration and must register at the regular conference rate.

Only one co-presenter per workshop will be listed in the conference program and on the conference website. The co-presenter will be listed after the co-presenter has registered for the conference and if their name is submitted by the lead presenter as their co-presenter.

AUDIO-VISUAL EQUIPMENT AND INTERNET ACCESS

CSTA provides LCD projectors and a screen in all meeting rooms at no cost. **Laptops and adapters (dongles) for MACs to use the LCD projector will not be provided.** WI-FI access will be provided for all meeting rooms. However, this will be an open WI-FI network, so if you plan to stream large files, it is recommended you download them first as internet speeds cannot be guaranteed. If a presenter provides his or her own audio-visual equipment and experiences technical difficulties or equipment failure, technical support will not be available from CSTA or CSTA-contracted audio-visual provider.

MEETING ROOM FACILITIES

Meeting rooms will be set classroom style with tables and chairs.

Damage to the room (carpeting, walls, tables, chairs, AV equipment, etc.) from water or other materials used during any workshop will be the responsibility of the presenter. **Note:** Rooms do not have sinks, and water may not be readily available. Presenters may bring their own bottled water for use during their presentations. Please also note below restrictions regarding open flames and hazardous and/or flammable materials.

PROGRAM CONTENT

Short courses are not to be used as a forum for demonstrating or promoting a product or service for sale. This includes products or services for sale by for-profit and non-profit companies and organizations. Presenters are encouraged to use care when preparing their presentations to avoid any commercialism or what may be perceived by attendees as commercialism.

SALE OF ITEMS

No sale of items may occur in any meeting room at any time. Sales are restricted to exhibit booths in the exhibit hall.

SCHEDULE CHANGE REQUESTS

Once programs have been assigned a date and time, requests for changes to scheduling are highly discouraged. Should the presenter find it necessary to request a schedule change, please know that a strong possibility exists that the workshop may

not be able to be re-scheduled to accommodate the presenter's request. CSTA reserves the right to make schedule changes as necessary.

COMPENSATION

CSTA does not compensate short course presenters for travel, mileage, A/V equipment rental, materials, honoraria, or any other fees. You may be reimbursed for materials used during your session based on the estimated cost indicated on your short course proposal form and the number of participants that purchase tickets for the course. **Please contact CSTA for a ticket sales count before purchasing materials for your short course.** You will be required to submit original receipts and an itemized list of materials used. A reimbursement form and instructions will be included in your conference registration packet.

FIRE, COMBUSTIBLES, AND HAZARDOUS MATERIALS

Unless expressly permitted by the Pasadena Fire Department, no open flames are allowed.

PROHIBITED MATERIALS:

- Fireworks or pyrotechnics
- Blasting agents
- Explosives
- Compressed flammable gases (including liquid petroleum gas)
- Aerosol cans with flammable propellants
- Toxic materials including any substance regulated under California's Proposition 65
- Gas-operated cooking equipment
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Portable heating equipment
- Flammable liquids
- Flaming swords, fire batons, etc., and use of open flame devices.

To obtain more specific information about the fire code requirements relevant to the Pasadena Convention Center, please contact the Pasadena Fire Department.

HAZARDOUS MATERIALS

The use of hazardous materials in conference workshops is to be avoided. The California Science Teachers Association (CSTA) assumes absolutely no responsibility for presenter use of any hazardous materials wherever they are located.

Hazardous materials, flammable/combustible liquids, and compressed flammable gases are prohibited inside all meeting facilities. Hazardous materials are any substances or materials that have been determined by a federal, state, or local government authority to be capable of posing a risk or injury to health, safety, or property. Hazardous materials include, but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals, and aerosols. Only empty containers shall be used for display.

When hazardous materials are to be brought into any Pasadena meeting facilities, you must notify CSTA in writing at least five (5) months in advance of the event. Storage or disposal of any hazardous materials in the facilities is prohibited.

Each presenter is responsible for compliance with all federal, state, and local laws, ordinances, and regulations concerning environmental laws and hazardous materials.

Unless a permit is obtained from the Pasadena Fire Department, no open flames are allowed.

For a current list of regulated hazardous materials, containment standards, responsibility, permit applications, enforcement, etc., contact the Pasadena Fire Department.

Presenter agrees to:

1. Indemnify and hold harmless CSTA for any and all claims, loss, damage, or injury associated with hazardous substances.
2. Abide by all rules and regulations promulgated by the City of Pasadena, the Pasadena Fire Department, and any other Pasadena regulatory bodies.
3. Assume full financial responsibility for costs incurred as a result of the use or misuse of hazardous materials as well as any damages sustained as a result of presenter's violation of any rules and regulations stated above.
4. Comply with contractual provisions of the Pasadena Convention Center, the Sheraton Pasadena Hotel, the Hilton Pasadena Hotel, and other facilities in use by CSTA, and secure any necessary permits in a timely fashion.



California Science Teachers Association

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