These guidelines will ensure everything runs smoothly and make this year’s Back to Basics another success! If you have any questions or concerns, please contact us at 218-587-2303 up until the day of the event; call Michelle at 218-251-3165 or Nora at 603-682-7050 on the day of the event.

- **Check-In:** You will need to arrive at least 20 minutes prior to your first workshop session to be set up and ready to begin on time. Please check in at the Presenter Table in the Commons when you arrive – if we don’t know you’ve arrived, we will cancel your workshop session. Event hours are 8:00AM – 5:00PM.

- **Assistance:** There are volunteers or staff located in the hall to assist you with any technology issues or questions before your workshop. Look for those in green B2B t-shirts.

- **Breaks:** Breaks are meant for participants to be able to visit the vendors, use the restroom, pick up some refreshments, and get to their next session. If you are presenting a double session workshop, please allow a break for participants at the scheduled time, midway through your workshop, as indicated on the schedule. **Please start & end your session on time.**

- **Handouts:** We encourage you to provide informational handouts and/or samples as appropriate. Please be sure that you have enough handouts for all participants in all workshops that you are presenting, as well as extras for possible walk-ins. HDT can make photocopies for you (up to 3 pages front and back per workshop). Your originals and instructions need to be delivered to HDT no later than **February 10.** Your copies will be available for pick-up at the Presenter check-in table.

- **Presentations:** If you are using a Power Point presentation, please save your slides in the “Power Point 97-2003 Presentation” format. Please do NOT write on “SMART Boards” in the classrooms. Although they look like whiteboards, they cannot be written on.

- **Lunch:** Presenters will receive a ticket for a complimentary lunch. Snacks and beverages will be available throughout the day in the Commons.

- **Workshops:** You are welcome to attend other workshops when you are not presenting, at a cost of $6 per single session and $12 per double session. Please register for these **in advance** as sessions have a cap. If you attend workshop sessions, please be sure it does not interfere with your being set up and ready to present, or cleaned up from presenting your workshop. (Rooms are used by multiple presenters.)

- **Wrapping Up:** At the end of the day, please return your nametag and Presenter Evaluation to the Presenter Table. Your stipend (less any fees due for vendor space, kids’ registrations, additional lunches, etc.) will be mailed to you after the event.

- **Advertising:** Although we advertise extensively, your promotion of the event in your circles (social media, emails, etc.) is incredibly valuable and encouraged.

- **If there is anything that you need during the day or in advance, please let us know!**

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**Thank you! We value your participation!**
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