

The 4th Annual Trauma Spectrum Conference

Bridging the Gap Between Research and Clinical Practice of Psychological Health and Traumatic Brain Injury: Prevention, Diagnosis, Treatment and Recovery for the Iraq and Afghanistan Cohort

8-9 Dec 2011

Natcher Conference Center, National Institutes of Health
Bethesda, MD



SPEAKER PACKET

General Information

Date	Dec. 8-9, 2011
Time	Dec. 8: 0730 - 1830, Dec. 9: 730 - 1630
Location	Natcher Conference Center National Institutes of Health Bethesda, MD
Registration	Registration is now open. Select the registration tab of the website to access the registration link. Please register no later than Oct. 31, 2011.

Important Deadlines

Registration Opens	Sept. 22
Submit Biography and Disclosure form to Experient	Oct. 11
Submit session abstract to Experient	Oct. 28
Register for Conference (via registration website)	Oct. 31
Submit Presentation to Experient	Nov. 14
Hotel Reservation Cutoff	Nov. 30

Presentation Abstract

Please provide an abstract (maximum- 500 words) for inclusion in the program book for this conference by Oct. 28 to Brandy Walker via email at brandy.walker@experient-inc.com.

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, laser pointer)
- (1) Flip chart with markers
- Internet connection at the lectern

We will be unable to accommodate requests for additional materials during the conference. If you require equipment that is not listed above please contact Brandy Walker at brandy.walker@experient-inc.com by Nov. 22. Requests will be approved based upon availability of equipment.

Presentations

If you plan to use a PowerPoint presentation, please submit your presentation to Brandy Walker at brandy.walker@experient-inc.com by Nov. 14. Presentations will be reviewed by the CEU provider in advance of the conference. A PowerPoint template is provided on the Speaker Information tab of the website.

All presentations will be pre-loaded on the meeting room laptops. Please report to your meeting room 20 minutes prior to your presentation or at a scheduled break prior to your presentation in order to test your presentation and to make any necessary changes.

Hotel Reservations

A room block has been reserved during the conference dates for presenters that require overnight accommodations. Please call the hotel directly to make your reservation and reference the 2011 Trauma Spectrum Conference to obtain the discounted rate of \$183.00 per night plus tax. **The reservation cut-off date is Nov. 30.** Rooms and the discounted rate are subject to hotel availability after this cut-off date. A complimentary hotel shuttle will be available from the hotel to the NIH campus daily. Please contact the hotel directly for shuttle current shuttle times.

Hotel:	Bethesda Marriott 5151 Pooks Hill Road Bethesda, MD 20814
Reservations:	301-897-9400 or toll free at 800-228-9290
Reference:	2011 Trauma Spectrum Conference

Travel Policies

Travel expenses, lodging, and per diem will be provided for all conference speakers. A representative from the Defense Centers of Excellence (DCoE) or the Department of Veterans Affairs (VA) will be in contact with you to confirm information regarding travel policies and procedures. If you have any questions prior to being contacted by DCoE or VA please email Aly Glick at alyson.glick@us.pwc.com.

Conference Arrival Procedure

Street Address:
National Institutes of Health
9000 Rockville Pike
Bethesda, MD 20892

The Conference will take place at the Natcher Conference Center (Building 45). All visitors must enter through the NIH Gateway Center/West Gateway Visitor Center. You will be asked to provide a government issued ID such as a driver's license or passport to gain access to the campus.

Metro Location: Medical Center (Red Line)

Parking: Visitor parking is limited at NIH. Visitors can park at the Gateway Parking Garage (MLP-11) and in designated visitor parking lots. The fee to park for the entire date at the Gateway Parking Garage is \$12.00.

Speaker Check-in Hours:

Location: Lower Level - Atrium

Dec. 8, 0730 - 1630

Dec. 9, 0730 - 1400

Please check-in at the speaker registration desk to pick up your name badge and meeting materials. Please report to your assigned meeting room 20 minutes prior to your presentation or at the scheduled break that precedes your presentation in order to review your presentation and make audio visual adjustments as needed.

CEU Information**Biography:**

In order to be compliant with our CEU accreditation provider all speaker biographies must be submitted by Oct. 11. Please submit your current biography (maximum of 250 words) to Brandy Walker at brandy.walker@experient-inc.com. The biography you submit will also be used in the conference program book.

Disclosure Form:

We will be offering CEUs for conference participants and thus are required to resolve potential financial conflicts prior to the educational activity. Please complete the disclosure form found on the Speaker Forms tab of the website and return by Oct. 11 to Brandy Walker at brandy.walker@experient-inc.com or by fax at 330-486-9022.