

Technology and Deaf Education
Exploring Instructional and Access Technologies
An International Symposium
June 23-25, 2008

National Technical Institute for the Deaf
Rochester Institute of Technology

<http://www.rit.edu/~techsym>

Exhibitor's Registration

The National Technical Institute for the Deaf (NTID) will host an international symposium entitled "Technology and Deaf Education, Exploring Instructional and Access Technologies" June 23-25, 2008, on the campus of Rochester Institute of Technology (RIT) in Rochester, New York.

The goal of the Symposium will be to disseminate information relative to current innovation and future developments in the use of instructional technology and education media to support the teaching/learning process. It will provide a forum for the presentation of current state-of-the-art practice and research for educators of the deaf and hard of hearing at levels ranging from pre-school through postsecondary, in both self-contained and inclusive settings. Teachers, educational researchers, media/technical specialists, and administrators in the field of instructional technology and deaf education are expected to attend this Symposium.

Program

The program will feature plenary addresses, concurrent formal presentations, poster sessions, and numerous social opportunities to facilitate the sharing of information and ideas.

Exhibit Location

The exhibit show will be located in the Lyndon Baines Johnson Building (LBJ), the same building as the Symposium. Exhibit space(s) will be assigned by number. All companies exhibiting are responsible for making their exhibit space and display materials accessible to persons with disabilities as required by the Americans with Disabilities Act (ADA).

General Rules of Conduct

- < Exhibitors or any representative from their company will not be permitted to solicit any area outside their exhibit space.
- < Exhibitors may not sublet or share any portion of their exhibit space with any other company or individual.
- < Exhibitors may not trade exhibit spaces. All exhibit space allocations must be approved and assigned by the Symposium Chair.

- < Exhibit space must be staffed during regular exhibit hours.
- < Exhibit space cannot be dismantled until closing of the final day of the Symposium (1 p.m. on Wednesday, June 25, 2008).
- < Smoking is not permitted in the exhibit area or any of the buildings at NTID.
- < Exhibitors are responsible for keeping their exhibit space neat, clean, and orderly at all times.
- < Exhibitors may not block the sight line to another exhibit space.
- < Exhibitors are responsible for providing their own handouts and promotional materials.
- < Exhibitors may not hang posters, announcements, banners, balloons, or other materials on the walls, ceilings, and/or columns in any area other than the designated exhibit space.

Direct Cash Sales

Direct cash sales are permitted. However, sales are limited strictly to educational curriculum materials. Items such as buttons, jewelry, etc., are not considered educational materials and direct cash sales of those items are strictly prohibited.

Storage

NTID is unable to store exhibit materials and/or show merchandise either before or after the Symposium. Please do not ship any materials or equipment to NTID. These items will be returned to sender (exception: literature/product distribution).

Security

The exhibit area will be patrolled by the RIT Public Safety officers after regular symposium hours. As a precautionary measure, it is strongly recommended that any valuable materials be removed from the exhibit space at the close of exhibition hours each evening. A secured room will be provided at no additional cost.

Cancellation of Exhibits

If fewer than five (5) spaces are confirmed by April 18, 2008, the exhibit portion of the conference will be cancelled and full reimbursement will be made to those exhibitors who have made a deposit. In the event of an exhibitor cancellation between April 18, 2008 and June 1, 2008, there will be a \$200 cancellation fee. After June 1, 2008, there will be no refunds on any cancellations. In the event of the Symposium being cancelled, all monies will be refunded in full.

Exhibit Schedule

| <u>Date</u> | <u>Activity</u> | <u>Tentative Hours</u> |
|--------------------------|------------------------|--------------------------------|
| Sunday, June 22, 2008 | Set up Exhibit | Noon – 4:00 p.m. |
| Monday, June 23, 2008 | Exhibit Hours | 10:00 a.m. – 7:00 p.m. |
| Tuesday, June 24, 2008 | Exhibit Hours | 8:30 a.m. – 4:00 p.m. |
| Wednesday, June 25, 2008 | Exhibit Hours | 9:00 a.m. – 12:00 noon |
| Wednesday, June 25, 2008 | Take down Exhibit | Vacate no later than 4:00 p.m. |

*Note: All exhibits **must** be set up and staffed by 10:00 a.m., Monday, June 23, 2008.*

Exhibit Space Pricing and Payment Information

The following items are included in the cost of the exhibit space:

- < 10' X 10' draped exhibit space
- < Two 6' draped tables
- < Two chairs
- < One power cord for electricity. Exhibitors are responsible for bringing power strips for multiple hook ups.
- < Wireless Internet connection with limited direct access.
- < Two complimentary conference registrations for general sessions and receptions.

The cost of the exhibit space is \$500 if payment is made in full on or before April 18, 2008.

If payment is made after April 18, 2008, the total cost of the exhibit space increases to \$600. A \$200 deposit is required if payment is not made in full. The remaining balance is due no later than May 2, 2008. Any exhibit space not paid in full by May 2, 2008 will be released.

Literature/Product Distribution

There is also a literature/product distribution option available. Company/product materials will be placed on a table in the exhibit hall, in lieu of a dedicated booth, for \$150. Excess materials will not be returned.

Hotel Accommodations

Hotel accommodations can be made at either the RIT Inn and Conference Center or the Radisson Hotel Rochester Airport. It is suggested that reservations be made early to secure a room. The hotels will honor the discounted conference rate as indicated on the hotel registration form. Please advise the hotel of any special accommodations required when the reservation is made. Both hotels offer free shuttle bus service between the Rochester International Airport airline terminals and the hotels, as well as to NTID.

Booth Staffing

Exhibitors are welcome to attend general sessions at no additional cost, up to a maximum of two people per booth. Additional staff members will be required to pay the regular conference rate to attend sessions, however, they may assist in staffing the exhibit space at no extra charge. Remember, we must receive the forms no later than May 2, 2008, in order to prepare name badges and to include your name in the program guide.

Name Badges

Official Symposium name badges are to be worn at all times by those setting up exhibit space and during all regular symposium exhibition hours.

Call for Papers

If interested in making a presentation at the conference, papers may be submitted for consideration. Papers must be received at the Symposium Office no later than February 8, 2008. For more information visit our Web site at: <http://www.rit.edu/~techsym>. All accepted papers related to a commercial product or exhibit will be identified as such in the program.

Exhibit Chair

Please contact the Exhibits Chair with any questions.

Robert Baker, Exhibits Chair
Director, Special Events & Visitations
National Technical Institute for the Deaf at RIT
52 Lomb Memorial Drive
Rochester, NY 14623-5604

585-475-6855 (V/TTY)
585-475-5978 (Fax)
rkb6548@rit.edu (Email)

Exhibitor Registration Deadline ~ May 2, 2008

Tech Symposium
Instructional Technology and Education of the Deaf
Supporting Learners, Pre-School - College
An International Symposium

EXHIBITOR BOOTHS

1) PEN-International
2) PEPNet - Postsecondary Education Programs Network
3) _____
4) RIT Campus Connections

5) _____
6) _____
7) _____
8) _____

National Technical Institute for the Deaf
Lyndon Baines Johnson (LBJ) Building (60)
1st Floor

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Exhibitor Registration Form

| | | |
|--|--|-------|
| <u>Company Information</u> <i>(List information as you would like it to appear in the program guide.)</i> | | |
| Company Name | Tel. (Voice) | |
| Address | Tel. (TTY) | |
| City/State/Zip | Fax | |
| Company Web site | Email | |
| <u>Coordinating Exhibitor Information</u> <i>(Person responsible for fees, services, and setting up space.)</i> | | |
| Contact Name | | |
| Tel. (Voice) | Fax | |
| Tel. (TTY) | Email | |
| <u>Registrant #1 Name (Last, First, Middle)</u> | | |
| Preferred Name on Badge | <u>Interpreter and Other Special Needs:</u> Efforts are being made to serve the needs of a diverse group of registrants. The following services will be provided as resources allow. Please check those services that you intend to use if available: <input type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Infrared ALD Receiver (headset and neck loop) <input type="checkbox"/> Induction Loop Receiver (Panara Theatre only) <input type="checkbox"/> Other, please specify: _____ _____ | |
| Job Title | | |
| Institution | | |
| Address | | |
| City/State/Zip Code | | |
| Country | | |
| Tel. (Voice) | | Fax |
| Tel. (TTY) | | Email |
| <u>Registrant #2 Name (Last, First, Middle)</u> | | |
| Preferred Name on Badge | <u>Interpreter and Other Special Needs:</u> Efforts are being made to serve the needs of a diverse group of registrants. The following services will be provided as resources allow. Please check those services that you intend to use if available: <input type="checkbox"/> Sign Language Interpreter <input type="checkbox"/> Infrared ALD Receiver (headset and neck loop) <input type="checkbox"/> Induction Loop Receiver (Panara Theatre only) <input type="checkbox"/> Other, please specify: _____ _____ | |
| Job Title | | |
| Institution | | |
| Address | | |
| City/State/Zip Code | | |
| Country | | |
| Tel. (Voice) | | Fax |
| Tel. (TTY) | | Email |

Product/Service Description (125 words or less, include name and information regarding the company. Information will be published in the program guide.)

Registration Fee (Exhibit space comprises of a 10' X 10' booth.)

- Early Registration Fee (if paid in full on or before April 18, 2008) - \$500**
- Regular Registration Fee (after April 18, 2008) - \$600**
(*\$200 deposit is required. Remaining balance due by May 2, 2008.*)
- Literature/Product Distribution - \$150**
(*Materials will be made available on a table in the exhibit hall in lieu of a dedicated booth. Excess materials will not be returned.*)

Amount Enclosed

\$ _____

Payment Method

Check Enclosed for \$ _____ **OR** Charge to my Credit Card: MASTERCARD VISA

Card # _____ Expiration Date _____ Authorized Signature _____


*For questions about **submitting this form**, contact:*

Robert Baker, Exhibits Chair
 Director, Special Events & Visitations NTID
 585-475-6855 (V/TTY)
rkb6548@rit.edu

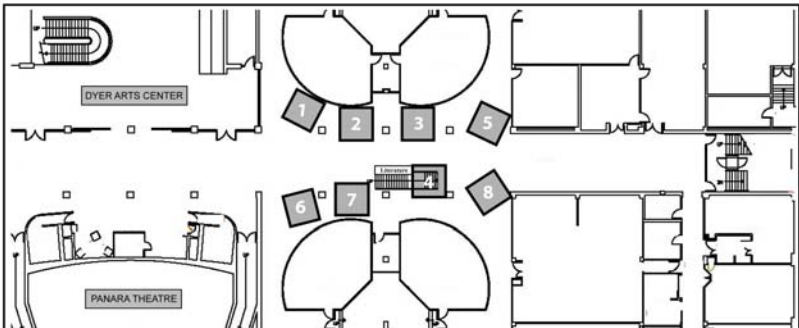
*For questions about **technical support**, contact:*

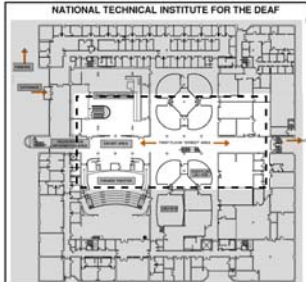
Chas Johnstone, Technical Support Chair
 NTID Technology Support Services
 585-475-7113 (V/TTY)
cjohnstone@ntid.rit.edu

Exhibitor Submission Deadline ~ May 2, 2008



EXHIBITOR BOOTHS





| | |
|--|----------|
| 1) PEN-International _____ | 5) _____ |
| 2) PEPNet – Postsecondary Education Programs Network _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) RIT Campus Connections _____ | 8) _____ |

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