2018 Sustainability Summit & Exposition
April 11-12, 2018 – MATC Milwaukee Downtown Milwaukee Campus

Speaker Instructions:

Thank you for agreeing to participate as a speaker at the 15th Annual Sustainability Summit & Exposition, April 11-12, 2018 at the Milwaukee Area Technical College (MATC) Downtown Milwaukee Campus. In recognition of emerging global realities, the Summit theme for 2018 is Moving Toward A Sustainable Economy: Engaging Our Future Leaders. We have prepared this outline for you to use as a guide for your session and as a resource in contacting your panelists. Conference layout and parking instruction are attached.

Breakout Session Instructions:

1. The Moderator will briefly introduce each of the speakers. The expectations are that the majority of each session is designed for questions and answers. To accomplish this, each speaker will have 5 – 10 minutes, and no more than 5 PowerPoint slides to talk about specifics related to the topic that they are addressing. Note, that there really is no time to talk about the speaker or their company.
2. The Moderator will be responsible for keeping the session on track and facilitating the panel and Q & A with audience. All speakers will be registered prior to the conference.
3. Speakers are asked to arrive 20-30 minutes prior to your session to ensure that there is the appropriate amount of time to load your digital media.
4. Each presentation room will be equipped with a laptop and projector. We ask that you bring your presentation on an external hard drive. When you insert your flash drive into the PC the following window will open. Simply choose “Don’t encrypt this drive” to avoid any delay in opening your presentation.
5. Please refer to the Summit website home page – Agenda to review your session time and room location. https://sustainabilitysummit.us/. The complete Program Schedule including Room Number/Time will be posted on the website by April 2, 2018.

Location:

1. The Summit will be held at MATC’s Downtown Milwaukee Campus. Registration, Keynote and Breakout Sessions are on the 6th Floor, Main Building, 1015 N. 6th Street. See attached parking layout.

Conference Floor Plan:

1. Please see attached Wayfinding document.

Hotel Accommodations:

1. If you or your panelists need lodging, please refer to http://www.visitmilwaukee.org/visitors/where-to-stay/

Thank you again for participating at the 2018 Sustainability Summit & Exposition! If you have any questions, please contact Mary Pat Halaska at 262-370-8432 or mphalaska@gmail.com.
If you are an exhibitor, speaker or presenter - a box lunch is included as part of your registration (available in M605 at 11:45); a ticket will be provided at check-in. A limited number of additional box lunches will be available each day for purchase, $10 cash only. Those who wish to purchase a lunch ticket, please come to the registration desk at 10am to check the availability of remaining box lunches.
Event Parking

Various parking options are available near the MATC Downtown Milwaukee Campus

Bradley Center
Managed by: SP
Contact: Vincent
Phone: (414) 227-0892

Brewery Ramp
Managed by: Interstate
Contact: Yenay or Tammy
Phone: (414) 431-6555

8th & State St.
Managed by: Interstate
Contact: Aubre
Phone: (414) 239-4919
When you insert your flash drive into the PC the following window will open. Simply choose “Don’t encrypt this drive” to avoid any delay in opening your presentation.

*Note: choosing to encrypt can cause a delay of an hour or more.