



## SETA ORLANDO 2009 Basic Conference Information

**Badges / Receipts:** When you check-in onsite at the conference, you receive a packet of registration information, your badge holder / lanyard, and badge insert. Your badge is your “ticket” to sessions, breaks, exhibits, and meals and should be worn at all times during SETA conference events. A receipt is available online at [www.SETASource.org](http://www.SETASource.org). Log-in and go to ORDER HISTORY under the MY ACCOUNT tab on the blue navigation bar. If we have received payment for your registration, your order status will be noted as PAID or CLOSED.

**Orlando Airport Marriott:** The hotel shuttle is available to SETA attendees staying at the Orlando Airport Marriott to help get you out and about in the evenings to nearby restaurants, clubs, and stores. The shuttles are on a space available basis. Check with the hotel’s bell desk in the lobby regarding schedule, destinations, etc.

**Special Dietary Needs:** Do you need vegetarian selections? Do you need a Kosher or Diabetic meal? If so, please notify the SETA office prior to the conference or immediately upon check-in for SETA Orlando.

**CPE:** To facilitate your request to the appropriate reporting agency for CPE credit of SETA sessions, a form is available at the SETA Registration / Information Desk to help you track the sessions you attend.

**First Time Attendees Session:** Is this your first SETA conference? Join the “old timers” for a brief overview of a SETA conference, the SETA organization, a step toward meeting new friends and colleagues to network with regarding Banner and more!

**Sunday’s Opening Dinner Event:** On Sunday evening join your colleagues for a “Cookout” of Grilled Harris Ranch Angus Burgers or Hebrew National Kosher Beef Hotdogs, or Grilled Chicken. After dinner, Howl at the Moon entertainers will bring fun, music, and laughter to the evening...

**“Cookout” Buffet Dinner Ticket:** A Guest Ticket for the “Cookout” buffet on Sunday evening is available for purchase online PRIOR to the conference. No tickets will be sold onsite. The buffet dinner guest ticket is \$53. To purchase a ticket for your adult guest for the “Cookout” buffet, log into [www.SETASource.org](http://www.SETASource.org), select MEMBERSHIP / REGISTRATION under the MY ACCOUNT tab and select Item #MCO09\_GUESTCC. Payment by credit card is required (Visa or MasterCard); paid guest dinner tickets are refundable if cancelled by Wednesday, September 30, 2009.

NOTE: After the dinner buffet is closed (about 6:45 PM), guests of SETA Orlando attendees who do NOT have a “Cookout” buffet guest ticket are welcome to join you for the Howl at the Moon Entertainment. All guests on Sunday evening should be adults.

**SETA Office:** All conference announcements – including the latest updates to the schedule – will be posted on the bulletin board near the SETA Registration / Information Desk. The SETA Conference Committee is easy to spot ... just look for us in our SETA polo shirts (red, yellow or black) ... we’re available to help you with conference or hotel issues.

**Conference at a Glance – What is Where & When:** The “schedule card” found in your registration materials details what is happening, where, and when during the conference. Meeting rooms are located on the ground floor in the main convention area – Captiva, Augusta, Amelia & Sanibel – **and** on the second floor (accessed via elevators or stairs off the main hotel lobby) – Cypress, Palm, Maple, & Magnolia. (FYI – space has been left on the schedule card to allow for quick notes regarding session and conference evaluations.)

**Presentation Files:** Prior to and after SETA, attendees have access to presentation files submitted by many of the presenters through [www.SETASource.org](http://www.SETASource.org). Log-in then go to Presentation Search under the CONFERENCES tab on the blue navigation bar. Select the conference and click SUBMIT, then from the list of sessions, select the appropriate session title. The download (if available from the presenter) will be at the BOTTOM of the session detail page. Forgot your user name and password? Simply use the “forgot my” function on the log-in page.

**Conference & Session Evaluations:** SETA’s online evaluation system sponsored by Runner Technologies allows attendees the opportunity to submit their comments regarding individual sessions and the conference. Please take a few minutes between October 5 – 31, 2009, to submit your comments and suggestions at <http://seta.surveymog.com>. Thank you for taking the time to submit your evaluations after you return to the office from SETA!