



Presenter Package

meshU | May 20, 2008

**mesh conference
May 21-22, 2008**

Toronto, Canada



Thanks again for being a part of meshU. Without your support, we wouldn't be able to extend the content offering of the mesh conference into this new event, meshU. Your extensive knowledge and expertise is critical in the design of this program.

We've enclosed some details that will help you plan your schedule, as well as some important items related to your session.

The first document is a form that needs your attention so that we can prepare for your arrival. The second is an expense form that should be submitted to us at the end of the conference so that we can reimburse you for your travel costs.

More information to follow...

See you in Toronto in May!

Mark Evans
Mathew Ingram
Rob Hyndman
Stuart MacDonald
Mike McDerment



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Location, location!

meshU conference location

MaRS Collaboration Centre

South Tower, Suite 100
101 College Street
Toronto, Ontario, Canada M5G 1L7
www.marsdd.com.



meshU host hotel

Pantages Suites Hotel & Spa

200 Victoria Street
Toronto, ON M5B 1V8
www.pantageshotel.com/index.asp



Need a room?

Please let us know by e-mailing the attached room request to danielle@meshconference.com. Once all registrations are received, we will provide you with a confirmation. Please note that you will be responsible for your associated incidentals.

Conference Details:

Pre-registration

Please ensure that you have completed and submitted your speaker registration form (attached as part of this email) to MCC Planners, our conference planning team, so that they can accommodate your needs and prepare for your arrival and participation.

Email danielle@meshconference.com.

Our Program

We are still working through the details. We will be posting the information shortly. We will send you the link shortly.

Meals, Hospitality & Special Arrangements

Please join us in the Lower Concourse for a breakfast reception prior to the general session. There will also be breaks between sessions and a buffet lunch mid-day. (In addition, please refer to the social events section of the website for more details).

Should you need a private space for any reason or wish to store luggage in a safe place, please advise the staff person at the Conference Desk. If you need our team to have transportation standing by for departure to the airport or your next appointment, please let us know. Arrangements will be made to accommodate your needs.

Important Session Details

Your badge and information package will be available at the VIP registration desk located in the lower concourse level of MaRS. Please check-in to the Conference/Hospitality Desk minimum 30 minutes in advance of your session.

We recommend that you report to your designated room at least 15 minutes ahead of your session, to allow for set-up and testing of equipment as well as to meet with the moderator. The details that follow relate to the specifics of your session.

We would also remind you that sessions will be recorded. Please refer to the information following the session details regarding this item.



meshU Conference Release and Permission

Please note: mesh will be recording and distributing podcasts of the keynotes, panels and workshops. Our guests may also be photographing, recording and video-recording sessions and distributing their work on the 'net.

We will take your agreement to participate in mesh as your permission to us and them to do this and to produce and distribute any other media based on these materials, without compensation to you, and your agreement that mesh and these guests own the respective rights to all such media. If you don't wish mesh to record a session in which you are to appear, please let us know before the session begins.





Workshop Specifics

This is an in-depth discussion that allows you to showcase your talents and allow the participants to learn from your insights and demonstrations. This session is designed to be highly engaging. We encourage creativity and an interactive approach. This is the most intimate of the forums, with approximately 50 – 80 in attendance.

Set-up & Other Details

set-up: half rounds for 50 – 80 persons per session

locations: auditorium a , b and c

Located on the lower concourse, this room adjacent to the un-conference space.

Additional audio-visual support.

- Audio support for keynote and moderator (as applicable) with wireless lavalier
- Runner(s) with microphones for audience questions

The stage is set with chairs for a casual conversation.

panel conversations format

introduction by session moderator (as applicable)

dialogue with audience

session length: approximately 75 minutes (1 hour 15 minutes)

powerpoint: permitted for sessions. Please advise us of any special requirements.



Social Events

One of the key parts of mesh -- apart from the great keynotes, panels and workshops -- is the social "meshing" that happens in between and after the conference day is over. Be sure to join us and get your mesh on.

May 20, 2008

mesh appreciation night (by invitation only)

dinner reception

Location: Underground, The Drake Hotel <www.thedrakehotel.ca>

Time: 7:30 pm–11:00 pm

May 21, 2008

mesh social

a cocktail reception following our last session of the day.

Sponsored by:

Location: Atrium, MaRS

Time: 5:30 pm–7:00 pm

mesh after-party

mesh into the wee hours with us!

Location: Rockwood + Grass <www.rockwoodclub.com>

Time: 7:30 pm-closing





Expense Guidelines

Travel & Related Expenses

Maximum allowable total: \$1,000.00 Canadian

Out-of-town presenters will receive reimbursements for travel costs up to \$1,000.00 CDN (all inclusive). Please make your own travel arrangements, including the booking of flights, train, etc.

Accommodation & Related Expenses

For out-of-town presenters, your hotel accommodation (room and taxes only) will be provided at our host hotel, Pantages Suites Hotel & Spa, to a maximum of 2 nights.

Please be advised that you are responsible for your incidentals.

Payments/Reimbursements:

You will be reimbursed for all expenses as outlined above following the conference upon submission of your expense claim form. The expense claim form is attached as part of this email.

Please ensure that this form is either left with the staff at the VIP registration table along with your receipts or forward them promptly to:

MCC Planners Inc.

310 North Queen Street, Ste 201N
Toronto, Ontario Canada M9C 5K4

Submissions for expenses must be received within **fourteen (14) days** of the last conference day.

If you have any questions, please contact MCC Planners at:

T. 416-621-6622 Toll Free: 1-888-622-7526

E: danielle@meshconference.com

Thank you for your participation! See you at meshU!