

Explore DDD 2017

Speaker Guide

September 19-22, Denver, Colorado

Latest version of this document: <http://exploreddd.com/speakers/guide>

Code of Conduct

We aim to provide a safe learning experience for all conference participants, and thus expect everyone involved to be kind and respectful to others. Be familiar with the code of conduct:

<http://exploreddd.com/about>

Contact

Conference Founder and Chair - Paul Rayner paul@virtualgenius.com +1-303-374-4370

Conference Organizer - Rachel Pool rachel@virtualgenius.com +1-540-535-5672

There will be volunteers and conference staff at reception and in the conference space during the conference. Look for STAFF or VOLUNTEER written on their lanyards. *Please don't hesitate to ask if you need anything at all.*

Presentation Info

Consult the schedule and be familiar with the room where you will be presenting, and arrive at your room early to test your presentation well in advance. There will be staff to assist you.

The schedule is printed on a card in your lanyard, or consult <http://exploreddd.com/schedule> for the latest up-to-date version. Note that there may be last minute changes. For questions after a session, staff will bring handheld microphones to audience members.

A conference volunteer will meet you at your room prior to your talk, then will bring the room to order and introduce you when it is time to speak. The volunteer will also provide you with 10 and 5 minute warnings to let you know when you are nearing the end of your talk time. Regular talk slots are 50 minutes, including Q&A, so aim to finish early if you want time for questions.

Please clear your equipment as soon as your allotted time is up to help the next speaker prepare. The hands-on sessions on Friday afternoon are all 2 hours. Keynote sessions are 60 minutes.

Regular talk sessions will be video recorded and published freely online after the conference. Hands-on sessions will *not* be video recorded. Please let us know asap if you object to being video recorded.

Speakers' Dinner

You are invited to join the Speakers' Dinner on Thursday, September 21. We will depart the lobby of the Grand Hyatt at 6:30pm for a surprise location. There will be good conversation in a relaxed setting, and

delicious food (with vegetarian, vegan, and gluten-free options), and wine/beer/non-alcoholic beverages. We will leave the dinner venue at 10pm to return back to the hotel. Transportation will be provided.

We want to ensure we have enough food, so please let us know if you will be bringing a travel companion, or if you will not be able to attend.

Transportation

Full details on various airport/hotel transportation options are available at <http://www.denver.org>, along with tourist information. We recommend either an Uber/Taxi from the airport to/from the conference hotel, or catch the A-train to Union Station downtown and the free Mallride bus down the 16th street mall to the Welton St stop (just a short walk to the hotel). Remember to allow more time to/from the airport during peak hour traffic. The conference hotel information is as follows:

Grand Hyatt Denver
1750 Welton St, Denver, CO 80202
Phone: +1-303-295-1234
<https://denver.grand.hyatt.com>

Speakers' Prep Room

We will have a dedicated room on the 2nd floor as a quiet space for speakers to prep, rest or take care of other business. Feel free to use this room when you need a break. However, don't be a hermit... please aim to spend most of your time at the conference mingling with the attendees and other speakers.

Creative Space

A full quarter of the conference (i.e. the Blue Track) is dedicated to a creative space on the conference floor. The goal of this area is to provide a collaborative modeling space, where attendees can be creative, explore problems and potential solutions, and experiment applying the ideas they are learning. Speakers are encouraged to hang out there and in the reception area and engage with conference attendees whenever possible.

Expenses Reimbursement

Expense allowances will be reimbursed with receipts as follows: Domestic flights (within USA) up to \$650 USD, international up to \$1,400 USD. We cover the cost of the hotel stay at the Grand Hyatt, including breakfast in the hotel restaurant. For the reimbursement of your flight, we would like you to invoice us after the conference. Email your invoice to rachel@virtualgenius.com, making sure to include any relevant receipts. Our billing address is:

Virtual Genius LLC
2684 S. Zurich Ct.
Denver, CO 80219

Let Rachel know if you have any questions about this.

Internet

Complementary wifi will be provided in your hotel room, lobby, and in the conference venue.

Social Media

Twitter: @exploreddd, hashtag #EDDD

Thank you for tweeting about the conference, we really appreciate it!

Visa Requirements

For those traveling to the USA from overseas, information on visa requirements can be found at <https://travel.state.gov/content/visas/en/visit/visitor.html>. Your travel will fall under "Conference, meeting, trade show, or business event attendee" and "Lecturer or Speaker" as part of the Business Visitor Visa (B-1) travel described here:

<https://travel.state.gov/content/dam/visas/BusinessVisa%20Purpose%20Listings%20March%202014%20flier.pdf>

Depending on your nationality, you may be able to travel on the visa waiver program (VWP) for business. If so, you will need to fill out an Electronic System for Travel Authorization (ESTA). The website link <https://travel.state.gov/content/visas/en/visit/visa-waiver-program.html> explains who qualifies for VWP and has a link for completing the ESTA. If you do not qualify for the VWP, you will need to apply for a B-1 Visa.

For the ESTA, put Paul Rayner as the US Point of Contact on the form as follows:

Paul Rayner
2684 S Zurich Ct
Denver, CO 80219

Phone Number: 303-374-4370

You won't need to fill in Address Line 2 or Apartment Number for Point of Contact or the hotel. For the State field, CO is the abbreviation for Colorado.

You are staying at the Grand Hyatt Denver during the conference. The address is:

1750 Welton St, Denver, CO 80202

Note that the conference is covering your travel expenses, but you are not receiving any form of income from the event.