



West Texas Legislative Summit Panelist Guidelines

CONFERENCE AGENDA

Please click [here](#) to view the most recent version of agenda. This is updated regularly so check back often.

SUMMIT CHECK-IN

Check-in will begin at 7:00 a.m. on Wednesday, August 4. When you arrive, please check-in at the registration table to pick up your panelist packet.

GREEN ROOM

We are honored to have San Angelo Live! host our green room for panelists and moderators. This room is for your comfort and enjoyment before your panel. We would like for you to arrive at the green room 5 or so minutes before your panel to enjoy refreshments and prepare for your panel.

RUN OF THE SHOW

The moderator will take the podium and panelists will be seated. The moderator will begin the discussion by introducing each panelist.

We have asked our moderators to contact the panelists to develop questions and items of discussion. The Summit committee may supplement questions if needed.

These questions could be broad, where everyone can discuss, or directed at one panelist. Your moderator will coordinate the structure of your panel. Please contact them for any additional information.

For every panel, we want the discussion to be panelist driven. Each panelist should have points regarding the topic: such as concerns, policy suggestions, needs, and of course good things happening within their organization or from their perspective/district regarding the subject. Current events in politics and the news are also fine to discuss omitting any partisan items.

Panelists requesting technology as part of their panel must submit their content via email to ashlea@sanangelo.org by Tuesday, July 27, 2021.



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AUDIENCE Q&A

Audience Q&A will occur during the last 10 minutes of the panel.

During panel discussion, the Chamber will provide and collect cards from audience members. Question cards will be vetted for appropriate and topic-specific questions, before given to the moderator.

We prefer to collect the questions, so attendees do not filibuster or take too much time away from our already extremely full schedule.

NEWSROOM

San Angelo Live! will host the press room for this year. As such, you will be requested throughout the Summit to participate in various interviews. This newsroom will provide a quiet place to answer questions and serve as a platform for discussion.

CHECK-IN & BADGE PICK-UP

Name badges will be distributed to all attendees and hold the credentials necessary for access to all official Summit events. If you are attending multiple Summit activities, you will be responsible for your badge throughout the entirety of the Summit.

For your convenience, panelist check-in and express badge pick-up will be provided at the Courtyard Marriott (2572 Southwest Blvd, San Angelo, TX 76901) on August 3 from 2pm-4pm.

If you are unable to utilize express badge pick-up, then you must check in at the venue upon arrival to receive your badge.



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SCHEDULE OF EVENTS

Reception Dinner

Tuesday, August 3

Location: The Cactus Hotel

Address: 36 E. Twohig Ave, San Angelo, TX 76903

Time: 6:00pm - 9:00pm

Dinner: 7:30pm

Dress Attire: Business Casual

Summit

The West Texas Legislative Summit will take place at C.J. Davidson Conference Center, Houston Harte University Center located at 1910 Rosemont Dr San Angelo, TX 76901.

Wednesday, August 4: Summit

Location: Angelo State University's CJ Davidson Conference Center, located inside of the Houston Harte University Center

Address: 1910 Rosemond Drive, San Angelo, TX 76901

Check-In: 7:00am

Dress Attire: Business

Breakfast and lunch will be provided.

SHUTTLE SERVICE

There will be shuttle service, provided by Concho Valley Transit Authority, for transportation from the hotel to and from our summit events.

We are looking forward to your visit. If you have any questions or concerns, please do not hesitate to contact me.

Tricia Peterson

Director of Events & Fundraising

tricia@sanangelo.org

325-655-4136