



Participation Details:

EVENT DETAILS

- **Event Name:** West Texas Legislative Summit
- **Date:** July 30, 2024
- **Time:** 7:30am-4:00pm
- **Location:** Angelo State University's CJ Davidson Conference Center, located inside the Houston Harte University Center
- **Address:** 1910 Rosemont Drive, San Angelo, TX 76901
- **Dress Attire:** Business

1. Panelist Check-In:

- **Check-in Time:** Summit check-in begins at 7:30 a.m. on Tuesday, July 30th.
- **Check-in Location:** Upon arrival, head to the designated Panelist check-in table to receive your panelist packet and name badge.
- **Panelist Packet:** Your packet will contain last-minute instructions and helpful materials for the day.

Note the agenda for your panel's start time and plan to arrive early. If you are not attending prior sessions, be there at least 30 minutes before your panel begins.

2. Greenroom:

- The Greenroom is located conveniently next to the stage and serves as a preparation area for panelists. It also functions as a waiting room before taking the stage.
- Please plan to be at the Green Room 10-15 minutes before your panel is scheduled to begin. This will allow ample time to prepare and ensure a smooth transition to the stage.
- To assist you in planning your schedule, we have outlined the agenda, specifying when each panel is expected to report to the greenroom. You can access it [here](#).

3. Agenda:

- The most recent version of the agenda can be viewed [here](#). Please note that the agenda is subject to regular updates as we finalize session details and make necessary adjustments.
- The finalized schedule will be posted in the Greenroom. Be sure to check the Greenroom regularly for any updates and changes to the agenda.



4. Reporting & Stage Directions:

- When it's time for your panel, a designated committee member will meet you in the greenroom and escort you to the stage.
- The moderator will take the podium and panelists will be seated from left to right in the order they are listed in the program.
- Name plates will be placed in front of each seat and the screen will display the corresponding panelists' picture in the same order.
- The moderator will introduce each panelist and initiate the discussion. The focus of the conversation should be driven by the panelists themselves.
- After the panel concludes, please exit the stage from behind the podium. Our team will be available to escort you to the Newsroom for further arrangements.

5. Panelist Roles and Expectations:

- **Moderators:** Each panel will have a designated moderator responsible for facilitating the discussion. Moderators will coordinate the structure of their respective panels and will be reaching out to all panelists to develop questions and discussion points.
- **Introductions:** To maximize the efficiency of the session, moderators will introduce each panelist at the beginning of the session. Kindly refrain from introducing yourselves to ensure optimal use of the allotted time.
- **Driving the Discussion:** The focus of the discussion should be driven by the panelists themselves. Each panelist is encouraged to share their viewpoints on the topic, including concerns, policy suggestions, specific needs, and positive developments within their organization or from their unique perspective/district. Questions can either be broad, inviting input from all panelists, or directed at a specific panelist to draw upon their expertise or insights on a particular topic. While current events in politics and the news can be discussed, please refrain from engaging in partisan discussions.
- **Adherence to Time Constraints: Time Management:** Please respect time limitations during your panel. Prepare concise yet impactful contributions to ensure a balanced discussion and allow ample time for fellow panelists and audience engagement.

6. Audience Questions: The final 10 minutes of each panel will be dedicated to audience questions. To manage the Q&A session smoothly, we will be using a user-friendly platform called Padlet. Attendees can conveniently submit questions through a QR code, and all questions will be reviewed by an 'approver' before being presented to the moderator to address.



Schedule of Events

Soiree (Dinner & Reception)

- Date: Monday, July 31, 2023
- Location: The Cactus Hotel
- Address: 36 E. Twohig Ave, San Angelo, TX 76903
- Time: 6:00pm - 9:00pm
- Dinner: 7:30pm
- **Dress Attire:** Smart Casual combines well-fitting, polished business wear with elements of casual attire.

Summit

- Date: Tuesday, August 1, 2023
- Location: Angelo State University's CJ Davidson Conference Center, located inside of the Houston Harte University Center
- Address: 1910 Rosemont Drive, San Angelo, TX 76901
- Check-In: 7:00am
- Breakfast and lunch will be provided.
- **Dress Attire:** Business

Hotel & Travel Information

Hotel Information

- Host Hotel: The Courtyard Marriot located at 2572 Southwest Blvd, San Angelo, TX 76901
- Chamber Booking Process: All complimentary hotel rooms must be booked directly by the Chamber. Once your Reservation Form is submitted, the Chamber will handle the hotel room bookings on your behalf.
- Confirmation Numbers: Confirmation numbers for your hotel reservations will be sent to your office once the reservations are fulfilled.
- Contact information: If you have any questions or concerns regarding your accommodations, please contact Jonna Gaddy at (325) 655-4136 or email jonna@sanangelo.org

Shuttle Service

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

Flight Information

- Please click the following link to book your flights:
 - [American Airlines](#) - from Dallas/Fort Worth International Airport (DFW) to San Angelo (SJT)



Name Badges

- Name Badges are REQUIRED for all attendees.
- Your name badge acts as a wearable ticket and hold the credentials necessary to access all official Summit events.
- If attending multiple Summit activities, the attendee will be responsible for their badge throughout the entirety of the Summit.

Pick-Up Information

- Express Badge Pick-Up: Badges will be available for Express Pick-Up at the San Angelo Visitor Center (418 West Avenue B) on July 31st from 8:30am - 3pm.
- On-Site Badge Pick-Up: If you are unable to utilize Express Badge Pick-Up, then you must check in at the venue upon arrival in order to receive your badge.
- Badge Replacement: To defray costs associated with reprinting, there may be a \$25 charge to replace lost or forgotten badges.

To Utilize Express Badge Pick Up:

- In order for attendees to utilize express badge pick-up, please make sure attendee names, titles, and company information are updated and accurate by 5 p.m. on Tuesday, July 18th
- Name badges for express badge pick up will be printed at 6pm on Tuesday, July 18th.
- Registrants who make changes to their attendee information after July 18th will not have the convenience of Express Badge Pick-Up. Instead, they will be considered walk-in attendees and must register in person at the event.
- Name badges for walk-ins will be printed onsite but will only be available during specified timeslots determined by Chamber Staff.
- To make changes to your attendee information, simply click on the "update your registration here" section in your confirmation email. This will redirect you to your registration page, where you can easily edit, add, or replace any attendee information as needed. Changes made after July 18th will not be eligible for Express Badge Pick-Up.