



15th Annual Rainbow/PUSH Wall Street Project Economic Summit

*We Are One World – Bringing Everyone to the Table:
Celebrating Fifteen Years of Access to Capital, Industry and Technology*

January 25-27, 2012



GUIDE FOR MODERATORS AND SPEAKERS

This guide has been prepared to provide information you will need as a moderator or speaker for the 15th Annual Rainbow PUSH Wall Street Project Economic Summit that will be held on Wednesday, January 25 – Friday, January 27, 2012 at the Sheraton New York & Towers, 811 Seventh Avenue at 52nd Street, New York, NY.

Biographical Sketch & Photograph

Your biographical sketch should be no more than 250 words. If the sketch is longer than the requested length, it **will be** edited to fit the requested word count. This bio sketch, along with a b/w photo, will appear in the Summit program book that will be distributed to all attendees. These items may also appear in Summit promotional materials and on our website. Please email the bio and b/w photo (also include a color photo, if available) to wallstreetproject2012@gmail.com and wsp2012@charlyproductions.com.

Please note: If we do not receive your bio sketch and photo by Friday, November 4, 2011, we cannot guarantee that it will be included in the Summit program book.

Handout Materials

If you are planning to distribute handout materials, please provide enough copies to distribute to all session attendees. 150-200 copies should be sufficient. If you need additional copies, the business office at the Sheraton can make copies for a charge. Kinko's and Staples are also nearby.

Kinko's (open 24 hours/7 days)
233 West 54th St at Broadway
New York, NY 10019-5501
Phone: (212) 977-2679

Staples (M-F, 7am-8pm; Sun., 12-5pm)
57 West 57th Street (bet. 5th & 6th Avenues)
New York, NY 10019
212-308-0335

Audiovisual Equipment

Standard microphones are provided in each meeting room. If you are planning to give a PowerPoint presentation, please let us know in advance. You must provide your own laptop. If you do not have a laptop, you may order one, along with any additional equipment, from Presentation Services (Sheraton's on-site A/V company) at 212.841.6428. They will bill you directly.

Guide for Moderators and Speakers – Page 2

Presentation

If you are giving a presentation, please email a brief description of it to (wallstreetproject2012@gmail.com) and (wsp2012@charlyproductions.com).

Moderator/Speaker Registration

You can pick up your name badge and Summit registration materials in the Registration Area as follows:

- If you are a Moderator/Speaker and your company is a sponsor, you will pick up your registration materials at **Sponsor Registration**.
- If you are a Moderator/Speaker and your company is not a sponsor, or you are not attending under your company's sponsorship and have registered as an individual for the entire Summit, you may pick up your registration at **Speaker Registration**.
- If you are a Moderator/Speaker and have not registered for the Summit, you may pick up your Summit information, including the Summit program and tickets for meal functions on the day that you are moderating/speaking at **Speaker Registration**.

PLEASE NOTE: On the day that you are moderating or speaking, you are welcome to attend Summit meal functions and workshops that are held on the same day. This **does not** include the Gala Fundraiser on Friday, January 27, 2012, which is considered a separate event with an additional cost.

If you are planning to attend the Economic Summit on days when you are not moderating or speaking, we ask that you register and purchase a special summit registration package for speakers at a cost of \$200.00 which includes all activities (unless indicated otherwise) on the additional days of the Summit. **However, it does not include the Gala Fundraiser on Friday, January 27, 2012. You may purchase individual Gala tickets at the regular price.**

VIP/Speaker Green Room

This room will be located in Liberty 5 on the 3rd Floor. There will be light refreshments available for all moderators and speakers.

Hotel Reservations & Travel

Hotel rooms may be reserved at a special conference rate of \$_____ per night (single/double) at the Sheraton New York Hotel & Towers, 811 Seventh Avenue at 52nd Street, New York, NY, if you reserve by Saturday, December 2, 2011. Please contact the hotel directly by calling 1-800-325-3535 and requesting the group rate for the Citizenship Education Fund/Wall Street Project Economic Summit.

Guide for Moderators and Speakers – Page 3

Economic Summit Event Office

The event office will be located in Liberty 3 on the 3rd Floor. If you have any questions or need assistance, the staff of the event planning company, Charly Productions, will be there to assist you.

Volunteer Office

The volunteer office will be located in Liberty 4 on the 3rd Floor. Sandra Lawrence, Volunteer Coordinator, will be there to assist you.

Shipping Materials to the Summit

Storage at the hotel is limited.

If you will be staying at the Hotel and you wish to ship items for your Session, please address the package(s) as follows:

Your Name
Guest, Your Expected Arrival Date
Hold for Arrival
c/o Sheraton New York Hotel & Towers
811 Seventh Avenue at 52nd Street
New York, NY 10019

You will be responsible for getting the package(s) to your Session. Your package (s) should not arrive more than one day before your expected arrival date.

If you will not be staying at the Hotel, please address your package(s) as follows:

Your Name
Session Name, Session Date
15th Annual Wall Street Project Economic Summit
c/o Sheraton New York Hotel & Towers
Rooms Liberty 1 & 2
811 Seventh Avenue at 52nd Street
New York, NY 10019

Your package(s) should not arrive more than one day before your scheduled Session,

Please email wsp2012@charlyproductions.com to let us know what you are shipping, how many boxes, and the expected arrival date of the shipment.

Guide for Moderators and Speakers – Page 4

Contact Information

For any other inquiries, please don't hesitate to contact the Wall Street Project office at 212-425-7874 or wallstreetproject2012@gmail.com

Thank you for your participation.