

Presenter Frequently Asked Questions

Where is the conference being held?

- The conference is being held at Christ Lutheran Church on Providence Rd. in Charlotte, NC (use 4545 Providence Rd. for GPS). Arrive using Shelton St. or the central entrance across from Provence Village Lane. Parking is located behind the building. Please use the main sanctuary entrance, close to Mammoth Oaks Drive, to find Registration.

What is the dress code?

- The event will be casual. Most attendees will be wearing jeans/shorts and comfortable shoes.

Where should I go when I arrive?

- Start at **Registration** to pick up your badge and a map of the venue.

When should I arrive for my session?

- Please be at the room you're assigned to for your session **30 minutes** before it begins. There may be a session taking place in the room where your session will be; if this is the case, you'll only need to arrive 20 minutes prior to your session. This will allow you time to get set up and test out any technical elements that will be part of your session.

Who is my main audience?

- Expect to have pastors, executive pastors, communications directors, technical directors, facilities managers, building committee members, safety & security directors, and team members from any of these ministries attend sessions. Exhibitors and other presenters may also sit in on your session.
- Please remember that people will be coming from a variety of church sizes ranging from 50-5000+ seats in their churches, and with budgets ranging from small to very large.
- Attendees will be coming with the main objectives of learning and networking. We encourage you to provide them with the best information you can on your topic that is relevant and engaging. Send them home with takeaways that they can use right away in their churches. Please refrain from using your session as a platform for promotion of your services or products. However, we do encourage you to inform attendees of all resources available to them that pertain to your topic so they can make their own educated choices. If you're a sponsor, please encourage them to visit you at your table for further information.

Who should I contact if I have any questions?

- Stephanie Lippi will be your main POC for any questions or concerns you have about your session, both prior to and at the event. The best way to reach her at the event will be to call or text her at 717.222.7713. Prior to the event, you may also email her at slippi@churchfacilitiesexpo.com.

Will there be an evaluation of my session?

- We will provide surveys after the conference for attendees to provide feedback. We will share this information with you within 4 to 6 weeks after the conference. Please encourage your attendees to fill out their surveys to better help us and you as we craft future events.

Can I attend other sessions?

- As part of our agreement with you, you will receive full access to the conference & exhibitor networking area; you will need your badge to access the other sessions and the Expo Floor. We encourage you to check out the rest of the event and find ways to learn, network and connect with others by helping us build the CFX Community!