

Thank you for being a Speaker at CFX Essentials!

We're so happy you're choosing to share your wisdom with our attendees! Please refer to these Speaker Bulletins for important information you'll need to have a great experience at CFX Essentials.

What Should You Expect When You Arrive?

The conference is only days away, and we can't wait to see you! Here are some things to know for when you arrive:

- Please use the 4545 Providence Road address for **GPS**. The driveway to enter can be found across from Provence Village Lane, or you can use the entrance on Shelton Street.
- **Please park** in the lot across Mammoth Oaks Drive from the main parking area. Follow signs for Exhibitor Parking.
- **Stop at the registration table** to check in and pick up your badge, map, and schedule.
- If you would like to have a quiet space to prepare for your presentation, check emails, or take phone calls, please use the **Adult Library**, located on the 1st floor, just past The Forum. There will also be a **thank-you gift** there, so make sure you pick one up as a token of our thanks for having you speak!
- Make sure to **arrive at your scheduled room** 15-20 minutes before your scheduled speaking time to make sure your slides are loaded/plugged in and you're all set to go. Please note that there may be a session taking place before yours.
- If you plan to bring your own laptop to share your presentation slides, we will have **HDMI plugs** available. Please come prepared with any adapters you may need.
- If you're attending on Saturday, please plan to **network with attendees during lunchtime** from 12:15-2:15 PM. We'll have some lunch trucks available for you to purchase food, so dig in and fellowship with one another!
- We also encourage you to **attend the general sessions and other breakout sessions** for further connection and networking opportunities.

Shipping Information

For those of you shipping things back after the event is over, please make sure your package is ready to go, including shipping labels, and take them to the **Tech Suite**, located in the 2nd Floor Lobby

area. Place your package in the appropriate shipping company section, and coordinate with your shipping company that **pick-up should take place on Monday, May 1st**. Please use the following address for pick-up:

Christ Lutheran Church
4545 Providence Road
Charlotte, NC 28226

Registration Required

If you haven't already registered yourself as a Speaker, please make sure you do so now. This will ensure that our registration staff can get you checked in when you arrive.

[Register Now](#)

**Please note that if you are an exhibitor and have already registered as an exhibitor, you do NOT need to register again as a speaker.*

Presentations Must Be Sent to Stephanie

If you haven't already sent your presentation slides to Stephanie, please make sure to do that ASAP! If you make edits prior to your session, please also make sure to send those updates.

If we do not have your final presentation by May 1st, we will use what we have. If you never sent one in, the video of your session will not have any slides incorporated into it. We will only be recording the person talking, not the display screens where your presentations are being shown, so it is imperative your final presentations are submitted.

[Access the Speaker Hub for Slide Templates](#)

A Note from Stephanie

The final preparations are under way, and we're so excited to kick things off in just a few short days! I hope to be able to see each one of you at the conference, but in case I don't, please know how grateful I am for each and every one of you and your commitment to helping churches improve their skills and education! I pray that God provides traveling safety for each of you and that He speaks through you to the attendees.

As always, if you have any questions, please reach out via email or call/text me at 717.222.7713. At the event itself, please call or text me as I will be unable to check emails as often.

See you soon!

Blessings,

Stephanie Lippi

CFX Essentials Conference Manager

