

Information for Teleconference Presenters

The following information is provided for presenters and hosts participating in a Library Learning Network teleconference. For further information, please contact the Teleconference Marketing Coordinator at (800) 354-6587.

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General Information

- All teleconferences are broadcast from the studios of College of DuPage in Glen Ellyn, Illinois (a suburb west of Chicago).
- Teleconferences are broadcast live in front of a small studio audience, typically on a Friday between the hours of noon and 1:30 pm eastern standard time; 11 am to 12:30 pm central standard time, and run 1½ to 2 hours.
- Rehearsals are conducted the day before the teleconference, starting in the morning and extending through the afternoon.
- Meals will be provided for both rehearsal day and teleconference day. Buffet breakfast and lunch is provided in the studio, and rehearsal dinners are held the evening before the teleconference.
- College of DuPage provides accommodations for teleconference hosts and guests at the Holiday Inn Select in Naperville.
- Allow at least one hour to get to and from the airport; plan to arrive at the Chicago airport at least 1½ to 2 hours before your flight.

Scheduling Considerations

Please plan on arriving Wednesday afternoon before the teleconference and returning home Friday afternoon following the program. The teleconferences typically end at 1:30 p.m. or 2:00 p.m. Central Time. A post-teleconference lunch immediately follows the teleconference, so plan on leaving the studio by 2:30 p.m. or 3:30 p.m.

The teleconference schedule typically includes

- A pre-rehearsal dinner with the teleconference host(s) at a local restaurant Wednesday
- A rehearsal Thursday morning (at our studio by 8:30 a.m.)
- A post-rehearsal dinner Thursday night
- Arrival at our studios by 8:30 a.m. the day of the teleconference

Transportation

By Air

Flights to Chicago are available through O'Hare and Midway Airports. Please check with a travel agent or an online service (such as Travelocity) to obtain the best travel times and fares.

From the Airport

You may take either **American Taxi*** or West Suburban Limo to and from O'Hare or Midway Airport. No advance reservations are required for American Taxi.

Note: Do not use other cabs—they generally do not service the suburbs and will charge more than double what American Taxi does.

American Taxi

- American Taxi has a courtesy phone at each terminal of the airport (lower level)
- After you collect your bags, call them and they will assign you a cab number and tell you where to wait (it should take no more than 10 minutes for your cab to arrive)
- If you prefer or need to call from your cell phone, their number is **(847) 255-9600**

West Suburban Limo

- Advance reservations appreciated for West Suburban Limo
- Call 8 a.m. to 9 p.m. Sunday through Friday; 8 a.m. to 8 p.m. Saturday
- Out of state reservations: (800) 345-5466
- Local phone reservations: (630) 668-9600
- Upon arrival at airport: (800) 942-5466, or use courtesy phones

Charge your cab/limo (including tip) and submit the receipt to the Teleconference Coordinator

To the Airport

- When making arrangements for returning to the airport, allow at least 3 hours for the cab ride and checking in.
- We can arrange your ride from the College back to the airport on the morning of the teleconference, as we will need to explain where on our campus you can be picked up.

To and From the Hotel

- We will arrange transportation between your hotel and the College studio and area restaurants for pre- and post-rehearsal dinners.
- Should you have any questions, please call Cathy Russo at **(630) 942-2183**.

Accommodations

Accommodations will be provided by College of DuPage at the Holiday Inn Select of Naperville:

Holiday Inn Select

1801 North Naper Blvd.
Naperville, IL 60563
(630) 505-4900

Once you have your travel itinerary, please notify the Teleconference Marketing Coordinator and provide the following information:

- Your name
- The teleconference date
- The exact dates that you need hotel reservations
- Whether you need transportation from the hotel to the studios (Although the hotel is about 15 minutes away from the college, be sure to allow extra time for traffic if you are driving)

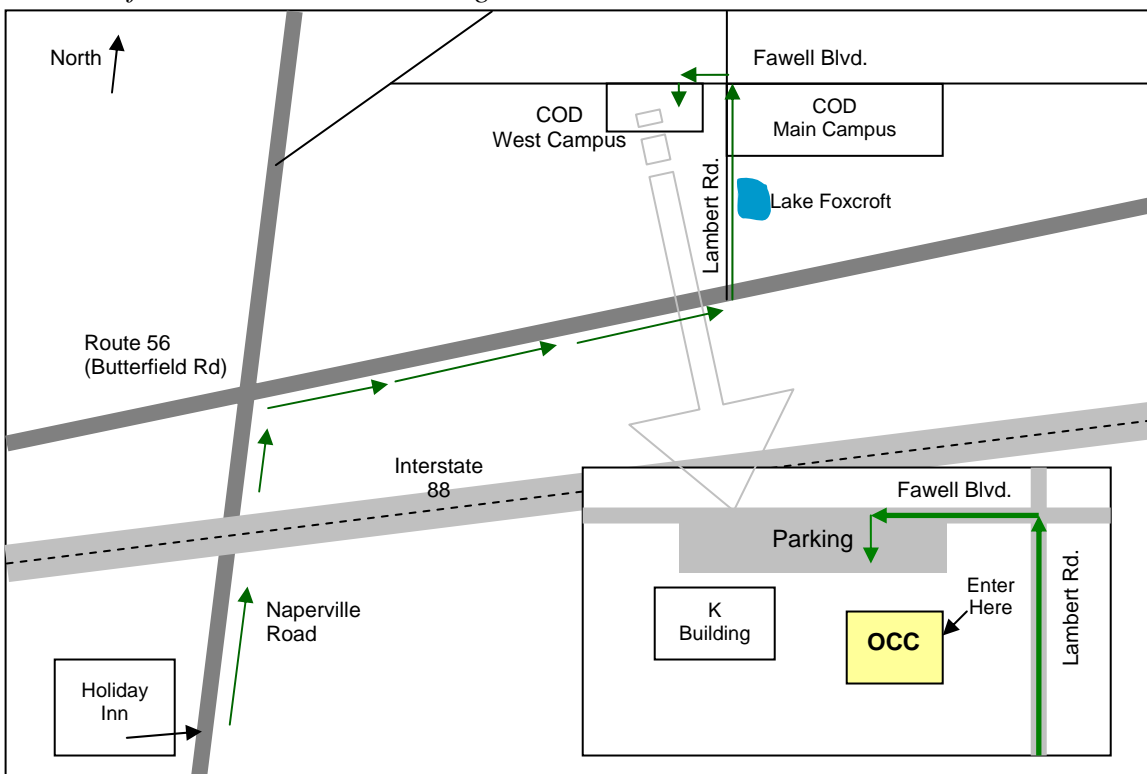
We will then make your reservations and provide you with a confirmation number.
Accommodations include room, tax, meals, and phone.

Maps and Directions

College Address

College of DuPage
425 Fawell Blvd. (formerly 22nd St.)
Glen Ellyn, IL 60137

Directions from the Hotel to the College



- Go north (left turn) on **Naperville Road**, passing under Interstate 88 and through 4 traffic lights until you come to Butterfield Road (Route 56).
- Go east (right turn at the light) on **Butterfield Road** past 3 traffic lights until you come to Lambert Road.
- Go north (turn left at the light) on **Lambert Road** past 2 sets of traffic lights to Fawell Blvd.
- Go west (turn left at the light) on **Fawell Blvd.** and make a left turn into the parking lot. Enter the **Open Campus Center (OCC)** on the east side (closest to Lambert Road).
- When you enter the OCC Building, turn left down the short hallway and enter the Multimedia Center. The receptionist will escort you to the studios.

Maps and directions are also available on the College of DuPage Web site:

- Regional map and directions at www.cod.edu/Maps/Maps_Reg.htm
- Local map and directions at www.cod.edu/Maps/Map_loc.htm
- College campus view at www.cod.edu/Maps/Cam3Map2.gif
- OCC Building map at www.cod.edu/Maps/FloorOCC.htm

Teleconference Materials for Our Viewers

Each teleconference has a companion Web site that offers additional materials to enhance the learning experience for our viewers. Materials that presenters can provide include:

- Program description (1-2 sentences)
- Your biography (single paragraph)
- Program outline
- Discussion questions
- Suggested activities
- Selected resources, including annotated bibliographies, online resources, etc.
- PowerPoint slides
- Other materials you wish to include

Note: Your materials can be posted online in either HTML format (can be copied and printed) or as a PDF file (can be printed only), or both. Please let us know if you have a preference.

Please have materials ready no later than one month prior to the teleconference. Submit all materials electronically as e-mail attachments, and e-mail to: teleconference@cdnet.cod.edu

What to Wear

These suggestions are designed to help you look and feel your best on camera:

- **Type of Dress**
 - Dress as you would for a business meeting
 - Some teleconferences are more casual
 - Check with the producer for the final word
 - Heavy jackets and sweaters may become uncomfortable under the TV lights
 - Because clip-on wireless microphones are used, front-button shirts, jackets with lapels, and pants or skirts with belts work best.
 - Microphones can be attached to ties, collars, or lapels; power packs can be attached to belts or waistbands.
 - One-piece dresses are not advised.
- **Colors**
 - Avoid black and white
 - Avoid small patterns, herringbone patterns, or tweeds—they tend to “buzz” on screen
 - Solid pastel colors are recommended for shirts and blouses
- **Jewelry**
 - Avoid large, sparkly jewelry and dangling earrings
- **Make-up**
 - If you wear make-up, use it as you normally would
 - A make-up artist will touch up all presenters to make you look your best under the TV lights
- **Hair style**
 - Style your hair as you would normally
 - A stylist will touch up your hair as needed

Emergency Contacts

Before the teleconference, contact Library Learning Network at **(800) 354-6587**.

On the day of the rehearsal or teleconference, contact Multimedia Services at **(630) 942-4295**.

Departure

- Bring your luggage and belongings with you to the studio on the morning of the teleconference so that you can depart directly from the studios.
- The teleconference ends at 2 pm eastern time, 1 pm central time. A luncheon will be served immediately after the teleconference.
- We will arrange transportation to the airport the morning of the teleconference; please allow at least 3 hours for the cab ride and checking in at the airport.

Reimbursement

If you have any additional expenses, please submit a brief summary, along with your receipts, to the Teleconference Marketing Coordinator at IT Special Services:

College of DuPage Press
Office of IT Special Services
425 Fawell Blvd, Building H
Glen Ellyn, IL 60137-6599

Be sure to keep a copy of receipts for your own records.