# Explore DDD 2017
# Speaker Guide

September 19-22, Denver, Colorado
*Latest version of this document:* [*http://exploreddd.com/speakers/guide*](http://exploreddd.com/speakers/guide)

**Code of Conduct**
We aim to provide a safe learning experience for all conference participants, and thus expect everyone involved to be kind and respectful to others. Be familiar with the code of conduct:
[http://exploreddd.com/about](http://exploreddd.com/about)

**Contact**
Conference Founder and Chair - Paul Rayner [paul@virtualgenius.com](mailto:paul@virtualgenius.com) +1-303-374-4370
Conference Organizer - Rachel Pool [rachel@virtualgenius.com](mailto:rachel@virtualgenius.com) +1-540-535-5672

There will be volunteers and conference staff at reception and in the conference space during the conference. Look for STAFF or VOLUNTEER written on their lanyards. *Please don't hesitate to ask if you need anything at all.*

**Presentation Info**
Consult the schedule and be familiar with the room where you will be presenting, and arrive at your room early to test your presentation well in advance. There will be staff to assist you.

The schedule is printed on a card in your lanyard, or consult [http://exploreddd.com/schedule](http://exploreddd.com/schedule) for the latest up-to-date version. Note that there may be last minute changes. For questions after a session, staff will bring handheld microphones to audience members.

A conference volunteer will meet you at your room prior to your talk, then will bring the room to order and introduce you when it is time to speak. The volunteer will also provide you with 10 and 5 minute warnings to

let you know when you are nearing the end of your talk time. Regular talk slots are 50 minutes, including Q&A, so aim to finish early if you want time for questions.

Please clear your equipment as soon as your allotted time is up to help the next speaker prepare. The hands-on sessions on Friday afternoon are all 2 hours. Keynote sessions are 60 minutes.

Regular talk sessions will be video recorded and published freely online after the conference. Hands-on sessions will *not* be video recorded. Please let us know asap if you object to being video recorded.

We will be providing attendees an online speaker feedback form, and will provide you with the results after the conference.

## Speakers' Dinner
You are invited to join the Speakers' Dinner on Thursday, September 21. The dinner will be at the Rayners' lovely home and will be catered by one of the top 5 Thai restaurants in Denver! Speakers will travel together on a chartered bus *departing the hotel lobby at 6:30pm sharp on Thursday evening (don't be late!).* Expect good conversation in a relaxed setting, and delicious food (with vegetarian, vegan, and gluten-free options), and wine/beer/non-alcoholic beverages. We will leave the dinner venue at 10pm on the bus to return back to the hotel.

*We want to ensure we have enough food, so please let us know if you will be bringing a travel companion, or if you will not be able to attend.*

## Transportation
Full details on various airport/hotel transportation options are available at http://www.denver.org, along with tourist information. We recommend either an Uber/Taxi from the airport to/from the conference hotel, or catch the A-train to Union Station downtown and the free Mallride bus down the 16th street mall to the Welton St stop (just a short walk to the hotel). Remember to allow more time to/from the airport during peak hour traffic.

## Conference Hotel
The conference hotel information is as follows:

> Grand Hyatt Denver
> 1750 Welton St, Denver, CO 80202
> Phone: +1-303-295-1234
> https://denver.grand.hyatt.com

You will receive vouchers for a complimentary breakfast in the hotel restaurant on the conference days when you check in to the hotel.

## Speakers' Prep Room
We will have a dedicated room on the 2nd floor as a quiet space for speakers to prep, rest or take care of other business. Feel free to use this room when you need a break. However, don't be a hermit… please aim to spend most of your time at the conference mingling with the attendees and other speakers.

**Creative Space**
A full quarter of the conference (i.e. the Blue Track) is dedicated to a creative space on the conference floor. The goal of this area is to provide a collaborative modeling space, where attendees can be creative, explore problems and potential solutions, and experiment applying the ideas they are learning. Blue track will be largely unscheduled, with opportunities for emergent attendee and speaker workshops, lightning talks, problem-solving, etc. Please plan to invest at least some of your time in there interacting with attendees, as this is both a lot of fun for you and a very valuable thing for them.

**Expenses Reimbursement**
Expense allowances will be reimbursed with receipts as follows: Domestic flights (within USA) up to $650 USD, international up to $1,400 USD. We cover the cost of the hotel stay at the Grand Hyatt, including breakfast in the hotel restaurant. For the reimbursement of your flight, we would like you to invoice us after the conference. Email your invoice to rachel@virtualgenius.com, making sure to include any relevant receipts. Our billing address is:

> Virtual Genius LLC
> 2684 S. Zurich Ct.
> Denver, CO 80219

*Let Rachel know if you have any questions about this.*

**Internet**
Complementary wifi will be provided in your hotel room, lobby, and in the conference venue.

**Social Media**
Twitter: @exploreddd, hashtag #EDDD. If you are on Twitter, please start tweeting now and interacting with conference attendees. Feel free to share your conference travel photos, insights, hopes, expectations, ask questions, etc. Retweet each other and attendees. Thank you for promoting the conference, we really appreciate it!

**Explore DDD Community**
All attendees are receiving an email invitation to our exclusive Explore DDD Slack community. You'll also receive an invitation, and we would encourage you to join if you are comfortable doing so.

**2-Day Pre-Conference Workshop Instructors**
You will have access to your rooms at 8am on Tuesday morning. If you have shipped supplies to us ahead of time, they will be waiting for you in the room when you arrive. From 8-9 am there will be coffee and light snacks in the common space outside the workshops. Breaks are not scheduled, but 10-15 minute coffee breaks at ~10:30am and mid-afternoon are recommended.

**Podcast Interviews**
We will publish speaker interviews on the Explore DDD podcast after the conference, so Paul would like to interview as many of you as possible for this. Contact Rachel if you are interested in being interviewed (~30 minutes) to schedule your interview time.

**Visa Requirements**

For those traveling to the USA from overseas, information on visa requirements can be found at https://travel.state.gov/content/visas/en/visit/visitor.html.  Your travel will fall under "Conference, meeting, trade show, or business event attendee" and "Lecturer or Speaker" as part of the Business Visitor Visa (B-1) travel described here: https://travel.state.gov/content/dam/visas/BusinessVisa%20Purpose%20Listings%20March%202014%20flier.pdf

Depending on your nationality, you may be able to travel on the visa waiver program (VWP) for business. If so, you will need to fill out an Electronic System for Travel Authorization (ESTA). The website link https://travel.state.gov/content/visas/en/visit/visa-waiver-program.html explains who qualifies for VWP and has a link for completing the ESTA.  If you do not qualify for the VWP, you will need to apply for a B-1 Visa.

For the ESTA, put Paul Rayner as the US Point of Contact on the form as follows:

Paul Rayner
2684 S Zurich Ct
Denver, CO 80219

Phone Number: 303-374-4370

You won't need to fill in Address Line 2 or Apartment Number for Point of Contact or the hotel. For the State field, CO is the abbreviation for Colorado.

For the visa application, you should indicate you are staying at the Grand Hyatt Denver during the conference. The address is:

1750 Welton St, Denver, CO 80202

*Note that the conference is covering your travel expenses, but you are not receiving any form of income from the event. Let us know if you would like an official letter to present to immigration should they ask for proof.*