



Housing Alliance
of Pennsylvania



Homes Within Reach 2024

Important Information for Moderators and Presenters

November 7, 2024



Housing Alliance
of Pennsylvania

General Conference Info



- Wednesday, December 4th – Friday, December 6th
- Hershey Lodge, Hershey, PA
 - 325 University Dr, Hershey, PA 17033

For more information, please see our conference [website](#).

Schedule at a Glance

Wednesday, December 4th, 2024

10:30 a.m.-5 p.m.	Registration Open Presenter Check-In
12 p.m.-2 p.m.	Affinity Luncheons and Programs
2 p.m.-2:30 p.m.	Break
2:30 p.m.-3:45 p.m.	Workshop Block A
3:45 p.m.-4:15 p.m.	Break
4:15 p.m.-5:30 p.m.	Workshop Block B
5:30 p.m.-6:30 p.m.	Welcome Reception in the Exhibit Hall
6:30 p.m.-8 p.m.	Opening Dinner: Welcome & Awards

Schedule at a Glance

Thursday, December 5, 2024

7:30 a.m.-4 p.m.	Registration Open Presenter Check-In
8 a.m.-9:30 a.m.	Breakfast Program
9:30 a.m.-10:00 a.m.	Break
10:00 a.m.-11:15 a.m.	Workshop Block C
11:15 a.m.-11:30 a.m.	Break
11:30 a.m.-1:30 p.m.	Lunch Program
1:30 p.m.-1:45 p.m.	Break
1:45 p.m.-3 p.m.	Workshop Session Block D
3 p.m.-3:30 p.m.	Break
3:30 p.m.-4:45 p.m.	Workshop Session Block E
4:45 p.m.-6:45 p.m.	Networking Reception with Exhibitors

Schedule at a Glance

Friday, December 6, 2024

7:30 a.m.	Registration Open Presenter Check-In
8 a.m.-11:00 a.m.	Breakfast Plenary and Closing Program

Registration and lodging

- Register for the conference by November 8th
- Registration is complimentary for the day(s) you are presenting
- Our conference hotel room block at Hershey Lodge is sold out.
- Rooms are still available at the regular rate.
- Please check our [website](#) for nearby alternatives.

Before the Conference

- Host/Attend a Planning Call
- Register as a Speaker
- Determine Who is Bringing the Laptop
- Combine all Slides into One Presentation
- Print Handouts
- Please let us know ASAP if there are any changes/cancellations

Checking in at the conference

- Moderators should stop by the registration desk to pick up the moderator packet prior to your session
- This packet will include
 - Directions for moderators
 - Name tents for panelists,
 - Continuing education forms for Lawyers

Setting up for your session

- Set up name tents
- Connect your laptop to the projector using the provided HDMI cable
- Connect clicker to laptop to advance slides
 - USB connector inside the clicker's battery compartment
- Please distribute any handouts (if you have them)

During the session

- Read the housekeeping document to attendees
- Moderators will:
 - Introduce speakers
 - Keep speakers on task/topic
 - Save time and facilitate for Q & A- the best part!
 - Be mindful of the time as to not run over into the next session

After the session

- Remind attendees to take the workshop session evaluations
- Collect name tents
- Provide Continuing Legal Education attendance certificates
- Be mindful of the next session in the same room
- **Re-place the clicker USB connector after your session is complete.**
- Return envelope to registration desk
- Email us your slide deck to Jennifer@housingalliancepa.org

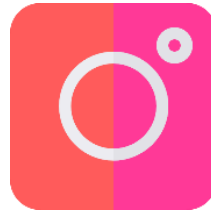
Volunteering at the Conference

- Sign up to volunteer
 - Shifts are about 2 hours
 - Available slots include - Meal/décor setup, information desk volunteer, and registration attendant.
 - Email Jen at jennifer@housingalliancepa.org

Homes Within Reach 2024 Social Media Information



@housingallianceofpa



@PAHousing



@HousingAllianceofPennsylvania

#HomesWithinReach2024



Housing Alliance
of Pennsylvania



**Thank you so much for your
work, time, and expertise.**

**We're very much looking
forward to seeing you in
Hershey!**