

Dear Hillblom Grantee,

We are looking forward to your participation in the upcoming "**Larry L. Hillblom Foundation 8th Annual Scientific Meeting**" which will be held at the Palace Hotel – San Francisco, California on Monday November 16th, Tuesday November 17th and Wednesday November 18th, 2009.

FOR YOUR REFERENCE, THE FOLLOWING MEETING INFORMATION IS PROVIDED:

1. Meeting Schedule:

- a. The *preliminary* meeting agenda (which lists the date, time and location of all talks and poster session) is attached. For your reference, it is also posted on the Hillblom Foundation website: www.llhf.org

2. Driving & Parking Information:

- a. Driving directions to the Palace Hotel – San Francisco, California can be located on the hotel website at: <http://www.sfpalace.com/Directions>
- b. The Palace Hotel offers valet parking currently at \$48.00 overnight; per vehicle (\$53.00 for SUV's or trucks). Limited street parking and other private fee parking lots may be available, please consult with the hotel concierge at 415-546-5006, for other parking options.

3. Public Transit Options:

- a. BART (Bay Area Rapid Transit) stops right outside the Palace Hotel via the "Montgomery Street" Station. More information is located on the BART website at: <http://www.bart.gov/>
- b. MUNI (San Francisco Municipal Transportation Agency) offers several public transit options to the hotel. More information is located on the MUNI website at: <http://www.sfmta.com/cms/home/sfmta.php>

4. Airport to Hotel Shuttle Information:

- a. Please contact the concierge at the Palace Hotel for private options to the hotel at 415-546-5006.
- b. Several shared shuttle services (Supershuttle, Airporter etc) are available from all major airports to the Palace Hotel. Please contact the shuttle services directly for pricing.
- c. Taxicabs are available from all major airports to the Palace Hotel and run approximately \$50.00 from San Francisco International and \$70.00 from Oakland Airport, depending on time and traffic.
- d. BART provides service from both airports. For more information is located on the BART website at: <http://www.bart.gov/>

5. Power Point Presentations for Talks:

- a. An audiovisual technician from **VAE – Visual Aid Electronics** will be present in the Ralston Ballroom meeting room by **6:30 am** on both Tuesday November 17th and Wednesday November 18th to load your presentations.
- b. For continuity, **ALL** presentations will be loaded on to one central laptop.
- c. Please bring your presentation to the AV technician via *Jump or Flash Drive* well in advance of your scheduled presentation time.
- d. As a courtesy to all presenters **PLEASE** have your presentations loaded well in advance of your talk and allow additional time to check your presentation.
- e. **In preparing your talk please note the following:**
 - i. If you have any video and/or sound embedded into your presentation, please notify the AV technician and ensure they are loaded onto your flash drive as well. These will need to be transferred to the central presentation laptop along with your presentation. If the videos/sounds are not transferred, they will not play.
 - ii. If you intend to use any specialized fonts (aside from the norms; Arial, Times New Roman, etc), they also need to be transferred. If they are not transferred, the text within your PowerPoint slides will still show up, though it will be displayed as a standard font.
 - iii. If you create your Power Point presentation using the Vista operating system **PLEASE** “down save or save as” to a previous operating system (i.e. Windows XP 2007).
 - iv. Use a PC. If at all possible, do **not** create or save your presentation with a Mac.
- f. Please specifically address the following in your talk: research findings to date, progress over the last year, goals for the coming year or conclusions/findings and future direction.

6. Poster Presentations:

- a. The **Poster Session is on Monday November 16th from 3:30 pm to 5:30 pm.**
- b. Posters can be hand carried to the meeting or mailed in advance to the attention of: Mr. Steven Shapiro at the Palace Hotel (www.sfpalace.com) Include the date of the meeting and the Hillblom Foundation name on the packaging.
- c. Please specifically address the following in your poster: research findings to date, progress over the last year, goals for the coming year or conclusions/findings and future direction.
- d. The Hillblom Foundation requires an electronic copy of your poster presentation at the conclusion of the meeting.
- e. Poster set up is Monday November 16th from 12:00 noon to 3:00 pm. **All posters must be set up by 3:00 pm Monday.**
- f. Poster presenters will be given approximately 4ft by 4ft of space for their poster. The poster will be attached to foam core board with pushpins and placed on an easel stand.
- g. The foam core board, easel and pushpins will be provided.

- h. Due to the large number of poster presentations, there will be a general poster session from 3:30 pm to 5:00 pm.
- i. Members of the Hillblom Medical Advisory Board will select two diabetes and two aging posters for a “selected oral presentation” from 5:00 pm to 5:30 pm.
- j. The selected poster presenters will then be allocated 10 minutes to speak about their research findings to date, progress over the last year, goals for the coming year (or conclusions/findings) and future direction.

7. Wireless Internet Access Information:

- a. Wired internet access is available in your hotel room for \$16.99 per 24 hour period.
- b. Wireless internet access for the hotel lobby and other public spaces is available for a **separate additional fee** of \$16.99 per 24 hour period.
- c. There is no complimentary internet access in the hotel lobby or other common use areas.
- d. If you have a wireless internet access card, i.e. Verizon Wireless Card, it may work based on the strength of an available cellular signal.

8. Air Travel, Hotel, Meals, Parking and Transportation:

- a. All airline, hotel, transportation, parking costs and car reservations are the responsibility of the grantee.
- b. There will be a cocktail reception with light appetizers in the late afternoon on Monday November 16th and Tuesday November 17th. No formal dinner will be held.
- c. Meals will be provided on Tuesday November 17th (Breakfast and Lunch) and Wednesday November 18th (Breakfast and Lunch). All other meals are the responsibility of the grantee.
- d. The telephone number for the Palace Hotel is 415-512-1111.
- e. Driving directions to the Palace Hotel in San Francisco, California can be located at: <http://www.sfpalace.com/Directions>

We look forward to seeing you at the Palace Hotel – San Francisco, California and hearing your research presentations. Please contact me at the address listed below if you have any additional questions or need any further assistance.

Regards,

Lorna Beccaria, RN, CCRC
Chair - Medical Advisory Board
Larry L. Hillblom Foundation

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