



INFORMATION FOR PARTICIPANTS and PRESENTERS

Dear Conference Participants and Presenters,

The Tennessee Arts Commission is excited to have you join us for the 2018 Tennessee Arts & Arts Education Conference taking place June 19-21, 2018 at Austin Peay State University in partnership with the Center of Excellence for the Creative Arts (CECA).

Enclosed you will find important information about the event. **Please read the information carefully** to ensure that you know when to arrive, where to park, how to navigate the event sites, and other critical details.

REGISTRATION TYPES

Participants were given the option to attend the conference as a commuter on June 19-21 or as a non-commuter (dorm resident). As a participant, you will be identified with a name badge. Presenters will be identified with a ribbon on their name badge.

Commuter and non-commuter (dorm) participants will have access to all conference events and receive breakfasts and lunches on Wednesday-Thursday as well as access to the reception on Wednesday evening at the Customs House Museum and Cultural Center.

CONFERENCE FACILITIES

The majority of sessions will take place on the APSU campus in the Art+Design building, Trahern building, and the Morgan University Center with an evening reception occurring at the Customs House Museum in downtown Clarksville on Wednesday.

Participants **will be walking** between campus buildings so wear comfortable shoes and clothing. **If you have not done so already, individuals with mobility issues should contact Kim Johnson immediately at kim.johnson@tn.gov to request accommodations.**

INTERNET ACCESS

There will be wireless internet access in all APSU buildings, including the dorms. Please note that we cannot guarantee that the internet will be available at all times. Please plan accordingly for presentations.

Wifi Information: Network: **AP-Events** Password: **LetsMeet@APSU**

Join the conference conversation on Twitter

#tnartsandartsed2018 #cultivateTN #designthinking

TECHNOLOGY

All APSU conference buildings will have computers and projectors for presenters. All projectors have VGA connections. The projectors have a port for an HDMI cord. We will make every attempt to provide HDMI, VGA, and audio cables in each room. However, presenters are encouraged to bring their own cable if they intend to connect to their own laptops.

Presenters are also encouraged to bring their presentations on a flash drive and use the facilities' computers but to bring their own laptops as a backup with cords as applicable. **Mac users must bring their own Dongle.** Also, as a reminder, please download all media because we cannot guarantee access to the internet. For questions about technology availability, please contact Suzanne Lynch at suzanne.lynch@tn.gov or at 615-425-6108.

Presenters/Participants using APSU computers should use this login information.

APSU Computers Login Information: Username: **tac2018** Password: **2018CECA**

Some rooms may be equipped with TN Arts Commission computers and will have clearly marked login information.

CONFERENCE PARKING/MAPS

You may park in any green, black, or silver APSU parking lots which can be found on the parking map here: <http://tnartscommission.org/2018-statewide-arts-conference/conference-lodging/>

If you park in the green, black, or silver APSU parking lots, you will not need a parking pass, and you will not get a parking ticket.

Other campus and buildings can be found here:

<http://tnartscommission.org/2018-statewide-arts-conference/apsu-maps/>

SCHEDULE OF EVENTS – WHEN TO ARRIVE/LEAVE

The conference kicks off on **Tuesday, June 19th at 3:00pm CST** and will conclude by **4:15pm on Thursday, June 21st**. A program is provided at this link.

http://tnartscommission.org/wp-content/uploads/2018/06/Conference2018_Program_LR.pdf

Participants will be given a printed version of the full schedule with room numbers at the time of check-in. You will also be provided with a copy of your session selections that you selected during the registration process.

CHECK-IN TIMES: Check-in times exist based on your level of participation. If you are unsure which one applies to you, please contact us:

- **Full conference check-in time:** Check-in will be from **1:00pm-8:00pm CST in the Art+Design building** near Room 104 on **Tuesday, June 19th**. Some conference sessions begin at 3:00pm on Tuesday; therefore, you are encouraged to arrive early to pick up your name badge, conference bag, and program.
- **Attendees staying at the dorms:** In addition to checking in at the Art+Design building, you must check-in/check-out separately at the dorms. Dorm check-in/check-out is scheduled as follows at the **Hand Village building 200 main lobby**.
 - CHECK-IN: Arriving on Tuesday, June 19th – **3:00pm-8:00pm**
 - CHECK-OUT: Checking out on Thursday, June 21st – **4:15pm-5:00pm**. All dorm attendees must be checked out of the dorm by no later than 5:00pm on Thursday.
 - If a dorm attendee must check in or out at another time other than what is listed above, please call the attendant on duty at 931-241-8770. Please make every effort to check out during the times listed above.
- **Presenters:** You may arrive early on **Tuesday, June 19th** from **1:00-2:30pm** or between **7:30-8:30am** on **Wednesday, June 20th** to familiarize yourself with your presentation room. Presenters should check-in at the Art+Design building on Tuesday or Wednesday near Art+Design 104 or on Thursday in the Morgan University near the ballroom. To be sure, check the conference program to determine where staff will be available to assist you when you arrive. There is a quick turnaround between sessions (usually 15 minutes) so please consider dropping off materials ahead of time. Staff will have

limited time and cannot guarantee assisting presenters in loading in materials or room setup. Storage space is available in Art+Design 233 during the week.

At check-in, you will receive:

- Name badge
- Bag with swag
- Program
- Your schedule (With session selections if you are a participant)
- Conference t-shirt
- Handouts (If presenting and you requested these from staff by May 1st)
- Supplies (If presenting and requested during contract negotiations)
- Session sign-in sheets (If presenting)

SIGN-IN SHEETS

Presenters, please ask conference attendees to sign-in when they attend your session(s). You will be provided with the sign-in sheets when you check-in. We must take attendance for attendees who intend to earn Continuing Education Units and In-service hours (mainly teachers), but full attendance is also required for anyone who received a Special Opportunities Grant to attend. When presenters are finished with all of their sessions for the week, they should find Ann Brown at the staff information table to retrieve payment. Presenters should be prepared to return the sign-in sheets to receive payment.

Attendees interested in earning Continuing Education Units (CEUs) should visit:

<http://tnartscommission.org/2018-statewide-arts-conference/continuing-education-units/>

DORM LODGING

Only for participants who signed up for a dorm room, lodging will be provided at Hand Village.

<http://tnartscommission.org/2018-statewide-arts-conference/conference-lodging/>. Hand Village is located on the west side of the APSU campus and appears on the campus map as several buildings labeled HV. Dorm check-in/check-out takes place in the Hand Village building 200 in the main lobby.

Lodging for the conference is an apartment-style facility with individual air/heat controls. Each apartment has four private/locked bedrooms and two bathrooms. Bed linens, pillows, bath linens, and toiletries will **NOT** be provided by the Office of Housing/Residence and Dining Services. Note that each bedroom has a **LONG single bed**. Single fitted sheets will not fit, so bring two flat sheets instead. Additionally, each apartment has a kitchen, which includes a full-size refrigerator, sink, and microwave oven. There is no stove or oven in the kitchens. The only full kitchen in Hand Village is in the lobby of building 200.

Please note that you are only assigned to a dorm room if you selected the **Non-commuter** option when registering for the conference. We cannot register commuter attendees for the dorms on site.

TRAVEL INFORMATION

The TN Arts & Arts Education conference will be held at Austin Peay State University in Clarksville, TN, located approximately 55 miles outside of Nashville. This is the **CENTRAL STANDARD TIME ZONE**.

FOR OUT-OF-STATE PARTICIPANTS:

Airport: The nearest airport is Nashville International (code BNA). All major carriers fly out of Nashville. Remember we are in the Central Time Zone.

MEALS

Please see the end of this memo with a full menu of conference meals. While the caterer has made attempts to meet the needs of attendees, those with special dietary concerns are encouraged to bring their own meals. Gluten free and vegetarian options are noted. Please be aware that gluten free options are prepared in a kitchen with other food items that include gluten.

WHAT TO WEAR & WHAT TO BRING

Tennessee is a very humid state in June. Participants should dress comfortably (jeans, shorts & t-shirts are appropriate). Wear comfortable shoes as you will be walking between buildings. You may also want to bring a sweater or light weight jacket for air-conditioned buildings. Conference attire is casual for attendees!

TFTA RECEPTION AT CUSTOMS HOUSE MUSEUM

On Wednesday, June 20th, there will be a reception at the Customs House Museum and Cultural Center located at 200 S. 2nd Street in Clarksville sponsored by Tennesseans for the Arts from 5:30-7:30pm. Shuttle service will be available on the corner of Eighth Street and Jackson Alley on the APSU campus (near the Art+Design and Trahern buildings) starting at 4:50pm until 9:00pm. The Customs House Museum is about a two-minute drive if you'd prefer to drive yourself, but parking downtown may be limited. Following the Reception, dinner is on your own. At check-in, you will receive a map of restaurants suggested in downtown Clarksville.

RECREATION PASSES

The Foy Fitness & Recreation Center is open during the week of the conference. Hours of operation are from 7:00am-7:00pm. All guest passes include access to University Recreation facilities including the climbing wall, pool and group fitness classes. You can visit the Center service desk during business hours to purchase a daily admission pass for a small fee. See the APSU Foy Fitness & Recreation Center website for more information. <https://www.apsu.edu/recreation/members/guests.php>

MEDIA

We will have a photographer on hand documenting the events and sessions.

ADDITIONAL INFORMATION

Should you need additional information, please contact Tennessee Arts Commission conference staff:

Ann Brown at ann.brown@tn.gov, Suzanne Lynch at suzanne.lynch@tn.gov, or Nieya Murray at nieya.murray@tn.gov. If you need to reach us during the conference, call the conference number at 615-425-6108. Please do NOT contact APSU.

We are very excited to see everyone soon! Please let us know if we may be of assistance.

Sincerely,

Suzanne

Suzanne Lynch
Dir. of Communications & Development
615-425-6108 (cell)
suzanne.lynch@tn.gov

Nieya

Nieya Wallace Murray
Asst. to the Executive Director
615-741-1704
nieya.murray@tn.gov

Ann

Ann Brown
Director of Arts Education
615-532-5939
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FOOD MENU

Wednesday, June 20

Breakfast

7:30am - 8:30am

- Fresh fruit skewers
- Creamy yogurt dipping sauce
- House-made ginger, almond, and cranberry granola
- Hard-boiled, cage-free eggs
- Applesauce and oatmeal muffins
- Coffee, assorted hot teas, Low-fat milk, orange juice, and fruit-infused water

Wednesday, June 20

Coffee Break

9:30am-9:45am

Coffee, Decaf, Hot Tea, Water

Wednesday, June 20

Plated Lunch

11:00am-1:00pm

- Mixed Garden Salad with Ranch and Italian Dressing
- Herb Crusted Chicken
 - Gluten Free Opt: Grilled Chicken
- Chef's Choice of Vegetarian Options
 - Stuffed Acorn Squash
- Roasted Potatoes
- Roasted Seasonal Vegetables
- Yeast Rolls
- Chef's Choice of Dessert
 - Gluten Free Opt: Flour-less Chocolate Cake

Wednesday, June 20

Snack Break

2:30pm-2:40pm

Popcorn Trio

- House made spicy chili, herb and Parmesan, and regular popcorn
- Water Station

Wednesday, June 20

Customs House Museum Reception

5:30pm-7:30pm

- Texas Caviar with Chips
- Spinach and Artichoke Dip with chips
- Mini Quiches
- Veggie Tray with Ranch dipping sauce , Fruit Tray with Fruit Dip
- Cheddar Cheese Pecan Wreath with crackers
- Bacon wrapped Smokies Sausage stuffed
- Mushrooms Ham and Asparagus Rolls
- Asian Meatballs Assorted

- Cookies/Brownies
- Fruit Tea
- Sweet and Unsweet Tea Regular
- Lemon Water
- Regular and Decaf Coffee Ice

Thursday, June 21

Breakfast

8:00am - 8:50am

- Savory ham and fresh garden vegetable frittata
- Fresh Garden Vegetable Frittatas (for vegetarians)
- Black barley and golden pineapple hot cereal
- Fresh fruit skewers with creamy yogurt dipping sauce
- Buttermilk bran muffins
- Coffee, assorted herbal teas, Low-fat milk, orange juice, and Cucumber-Infused Water

Thursday, June 21

Coffee Break

10:45am-11:00am

Coffee, Decaf, Hot Tea, Water

Thursday, June 21

Box Lunch

12:00pm-1:00pm

- Turkey Breast and Swiss Cheese
- Ham and Swiss Cheese
- Grilled Veggie Wrap
- Gluten Free Option
- House-Made Chips
- Fresh Whole Fruit
- Mustard, Mayo, and Ketchup
- Assorted Sodas and Bottled Waters

Thursday, June 21

Snack Break

2:15pm-2:30pm

- Spinach hummus
- Roasted red pepper hummus
- Classic hummus
- Fresh Vegetables
- Pita Points
- Water Station