



Conference 2014 Nuts & Bolts

We are getting close to the Work and Family Researchers Network Conference from **Thursday, June 19-Saturday, June 21**. Please read below to be informed about the conference logistics and presentation information.

Final Conference Program

The Final Conference Program is now available [here](#). Please check your presentation dates and times.

Registration Desk

The WFRN registration desk is located on the second floor foyer of the Millennium Hotel. The registration desk will be open:

Wednesday: Noon-5 PM

Thursday: 7:30 AM-4:00 PM

Friday: 7:30 AM-4:00 PM

Saturday: 7:30 AM-Noon

If you are arriving on Wednesday, we encourage you to pick up your name badge and tote bag on Wednesday afternoon.

All conference presenters are expected to pre-register for the conference and to pay their 2014 membership dues. Please go [here](#) if you haven't done so. Questions about your status, [contact us](#).

Conference Refreshment Breaks and Events

The conference will begin on Thursday, June 19 with a continental Breakfast from 7:30-8:30 AM in the Third Floor Foyer followed by a Business Meeting from 8:30-9:15 AM in Room 3.11. **PLEASE JOIN US at 7:30 AM for the Continental Breakfast followed by the Business Meeting.**

Thursday: 3:00-3:45 PM: Coffee break at Poster Session, Gotham 1 & 2



Thursday: 6:45-8:15 PM: Opening Night Welcome Reception: Hor D'oeuvres & Drinks, Tiffany Lobby, Ground Floor (following Plenary)

Friday: 9:30-10:15 AM: Coffee break at Poster Session, Gotham 1 & 2

Friday: 5:00-6:00 PM: Networking Mini-Reception, Gotham 1 & 2

Saturday: 7:30-8:30 AM: Continental Breakfast at Poster Session, Gotham 1 & 2

Lunch breaks will be:

Thursday: 12:45-1:30 PM

Friday: 11:45 AM-12:30 PM

Saturday: 12:45-1:30 PM

What are you doing Friday night?

Heard about the Conference Networking Dinners? The [Membership Committee](#) will be organizing small group dinners for WFRN members on Friday night. Dinners will be held at various local restaurants. Participants will pay for their own dinner. Would you like to join a small group of members for an evening of conversation and networking?

Contact [Krista Lynn Minnotte](#), Committee Chair.

Or Join me for a Tour of Times Square at 5 pm and/or Dinner in Hell's Kitchen at 6:30 pm. To book your tour, go [here](#). More information [here](#).

Meeting Rooms

Most of the meeting rooms are located on the second, third, fourth and fifth floors of the Millennium Hotel. Dedicated elevators and easily-accessed stairs make travel between floors quick and easy. Plenary sessions will be located in the historic Hudson Theater off of the Millennium Hotel Lobby - except for the Saturday morning Kanter award session in Metropolis from 8:30-9:00 AM.

NB: Room 3.01 and 3.06 are available for informal meetings throughout most of the



conference.

Audiovisual Equipment

Screens, projectors and pc-laptops will be available in all rooms hosting Symposia and other sessions. No audiovisual equipment will be available for Poster sessions. If you are using a MAC, make sure you bring a VGA adapter to connect to the LCD projector.

Guidelines for Presenters

Most regular sessions are 90 minutes, with the exception of one timeslot of 60 minute sessions (Friday June 20th from 3:50-4:50). Each symposium presenter should plan to speak for approximately 12-15 minutes, with the expectation that about 5 minutes of questions will follow each presentation, and there should be a few minutes at the end of the session for additional comments and discussion. Symposia with more than 5 panelists will include shorter presentations.

Organizers of symposia should contact presenters in their sessions to coordinate. Sessions without an organizer will need one of the presenters to chair the session – introduce the session, keep track of time, keep the session moving, field audience questions, and organize the discussion. All presentations for each session must be saved on one flash drive prior to the session. Please coordinate with your co-presenters – emails can be found in the [WFRN Member Directory](#) (you will need to be a member and logged in to view the Directory) or [contact us](#) for assistance.

Guidelines for Posters

There will be one poster session on each of the three days of the Conference. Poster sessions will be held in Gotham 1 & 2 on the second floor of the Millennium Hotel and are 45 minutes long. Presenters should arrive 15 minutes prior to their session to set up materials. Posters may be left on display for the remainder of the day following each session, and should be removed before the end of the day.

The posters will be displayed on boards that are 30 inches high by 40 inches wide, and are attached to easels provided by the hotel. Presenters should bring the printed content, but do not need to bring the poster board itself or pins for attaching poster components. Poster presenters are also welcome to bring handouts to distribute to attendees. No



Audiovisual equipment will be available for poster sessions.

Book Reception and Exhibit Hall

On Friday, June 20 from 3-4 PM, there will be a New and Recent Book Reception in the Third Floor Foyer.

Materials displayed in the Exhibit Hall will be accessible on Friday, June 20 from 9 AM-4 PM and Saturday, June 21 from 9 AM-3 PM in the Third Floor Foyer.

Dining and Food Options

There are numerous food options very close to the hotel. There is a restaurant guide in the conference program, so you can find refreshments easily.

We look forward to seeing you soon!

Best,

Judi Casey, WFRN Director