Can I have a copy of the program?
The College of DuPage, Multimedia Services will distribute one VHS copy of the program to each presenter.

Where will I stay?
The College has selected the Holiday Inn Select CHICAGO-NAPERVILLE, IL

How do I get to College of DuPage?
College of DuPage, 425 Fawell blvd. Glen Ellyn, IL 60137 is located in the West Suburbs of Chicago.
The Studio is located in the Multimedia Services Department (Room 156) on the West Side of campus in the Open Campus Center (OCC).
The building is located on the Southwest Corner of Lambert Rd. & Fawell Blvd.
Parking Lot B or A. The Department entrance is on the Northeast side of the building near the childcare playground.
http://www.cod.edu/Maps_Loc.htm

How do I get from the airport to College of DuPage or Hotel?
You may take American Taxi or All American Limo to and from O'Hare Airport or Midway Airport. American Taxi has a courtesy phone at each terminal (lower level).
After you collect your bags, call them and they will assign you a cab number and tell you where to wait. It should take no more than 10 minutes for your cab to arrive.
Their number is 847-255-9600 (for your return trip and in case the courtesy phones aren't working).
While All American Limo does have a courtesy phone at the airport, they strongly advise that you make reservations with them as soon as you have your flight information (or at least a week before your trip). Their number is 877-992-0902.

Can I expense my meals, etc?
The college will provide you with Breakfast, Lunch and Dinner on Rehearsal Day and Breakfast and Lunch on the program Day. Any other meals will be your responsibility.

What should I wear?
Please review the wardrobe document in the download section.

What will we do in rehearsal?
Rehearsal is an essential element in the production process. We will have a Pre-Production meeting, review script, PowerPoint Presentations, tape roll-ins, and discuss the over all flow of the program. Rehearse the program and of course Breakfast, Lunch and dinner will be provided.
What is a graphic?
A graphic is typically what we call a PowerPoint® presentation slide. It also refers to a name key, which is your name and title.

Can I do a PowerPoint® presentation?
Yes, most presenter’s find that a PowerPoint® presentation strengthens their message and helps the viewer better understand their topic. However if you’re not comfortable with a PowerPoint® presentation it is not required.

Can I have notes with me during my presentation?
Yes, typically we print out your PowerPoint® slides on note cards to assist you in your presentation. If you will not have slides you can use note cards with your points.

How will I know when its time for me to speak or present?
There will be a floor manager assisting you the time cue to make sure the program stay on time. On rehearsal day the directors will explain how your entire presentation will fit into the program.

Will I have to look at a certain camera?
The directors will let you know which camera you'll be presenting to. Your PowerPoint® slides will be shown on a monitor next to the camera. If there is a live studio audience you will present to the audience.

Will someone be there to fix my hair and makeup?
Come camera ready. This means you should make yourself up as you normally would. A make-up person/stylist will be available to help you look your best under the TV lights.

When do you need my materials?
Please review the checklist document in the download section. It is crucial to receive your materials on time so that everything will run smoothly.

What is a roll-in?
A roll-in is a pre-taped video segment the crew produces before the live program. They are used to enhance the program and support the topic. Typically they are interviews with experts or colleagues, product demonstrations or vignette scenarios.

Will there be a script - What will it look like?
The writing staff will prepare a script for the entire program. However you are responsible for your presentation. If you need assistance please contact the Producer before the program.