



# Frequently Asked Questions

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## SYMPOSIUM

### What is the Leadership Development Symposium?

The Symposium is an annual conference hosted by Texas A&M Engineering Extension Service (TEEX) that offers general and breakout sessions designed to enhance the leadership skills of the emergency response community of Texas. Topics focus on all aspects of leadership including management, finance, health and fitness, and accountability.

### Who can attend?

The Symposium is open to emergency response professionals with backgrounds such as Municipal, Industrial, or Department of Defense.

### How do I register?

**Online Registration** opens September 1 for the next Symposium. You will register for the entire conference, but choose which sessions you would like to attend once you arrive. In December, a conference schedule will be posted on the website so you can have a preview of what to expect. Online Registration closes a week before the Symposium, so make sure to register early. If you register online prior to the event, you have the option to drop by the **Badge Pick-Up** area in the Conference Center on Sunday from 3:00–5:00 PM to receive your badge. Badge pick-up resumes Monday morning at 6:30 AM in the Conference Center.

**Walk-In / Onsite Registration will be available;** however, we recommend pre-registering online to expedite the check-in process. If you plan to register at the conference, it is recommended that you arrive at least 30 minutes early in order to register and receive a badge. From Monday through Wednesday, **Onsite Registration will open at 6:30 AM for walk-ins.**

### Can I receive professional Continuing Education (CE) credits?

**Yes**, you will receive CE credit for each session you attend. Each attendee will receive a badge with a bar code. **You must ensure that your badge is scanned for every session you attend in order to receive credit.** TEEX cannot offer credit for sessions where you did not get your badge scanned.

### Can I receive TCOLE credit for attending?

**Yes**, you will receive TCOLE credit for each session you attend. Pick up a form at the Symposium Registration desk, complete it, and drop it back off. TEEX will confirm your attendance and make sure that the credit is properly acknowledged in the system.

### Do I need to be able to attend every day?

**No**, you do not have to attend all days. You will register for the entire Symposium, but will receive a certificate which reflects only the hours you attended and had your badge scanned.

### What is the cost?

There is **no cost for Texas resident emergency responders** to register and attend the Symposium. Out-of-state attendees may register for a fee of \$150 each.

### Do I pay for travel, meals, and lodging?

**Yes**, attendees of the Symposium are responsible for covering the cost of travel expenses. See the Travel Information section of the FAQ for more information.

## SYMPOSIUM EXPERIENCE

### How long is the Conference?

The two-and-one-half day event will be held **January 7–9, 2019**.

### What are the starting and ending times?

Monday, January 7	8:00 AM – 5:00 PM
Tuesday, January 8	8:00 AM – 5:00 PM
Wednesday, January 9	8:00 AM – 12:00 PM

### What do I need to bring?

TEEX will provide a program that has some space for notes, as well as a pen; however we encourage you to bring additional paper to take notes during the sessions. Also, you should bring business cards or other contact information to share with those you network with during the conference.

### Are meals included?

**No**, attendees are on their own for meals. The schedule allows plenty of time for attendees to either eat lunch at the hotel or at a local restaurant. Hotel staff and the local Convention & Visitor's Bureau can also assist you with finding a restaurant.

TEEX will provide snack refreshments between the general and breakout sessions.

### How are the Sessions structured?

**Monday and Tuesday:** Mornings and afternoons will begin with a General Session followed by two 1-hour Breakout Sessions.

**Wednesday:** Morning will include two General Sessions, but there are no Breakout Sessions on Wednesday.

**Breakout Sessions:** Choose (2) sessions from morning schedule and (2) sessions from the afternoon schedule. On occasion there may be a Breakout that lasts through 2 time slots, so it may be closed for new attendees at the second half.

### What is the dress code?

Some attendees wear uniforms, while others dress in business casual. All sessions are held indoors. We ask that you wear professional dress and refrain from wearing clothing that is offensive or lewd.

### Is photography or video recording permitted during the Symposium?

We encourage you to take photographs or videos of your experience during the Symposium. However, you are not permitted to video record the sessions. Some speakers present personal research that is copyright protected.

### Where can I see photos that were taken by TEEX during the Symposium?

Photos are uploaded to the TEEX Flickr account at [TEEX.org/photos](https://www.teex.org/photos)

### Am I able to use social media during the Symposium?

**Yes**, we encourage you to tweet, post, or share your experiences from the Symposium via your social media platform. Again, photographs and video are permitted, but do not video and share session presentations.

FaceBook: [facebook.com/teexfire](https://www.facebook.com/teexfire)

## **Are there videos of the Symposium presentations available following the event?**

**No**, TEEEX does not make presentations available following the Symposium due to copyright regulation.

## **Is there a vendor show?**

**No**, there is no vendor show for the Symposium. Instead, TEEEX offers opportunities for vendors to sponsor either breakout rooms, hospitality suites, or refreshment tables. Contact Robert Barron at 979-845-5562 for additional information.

## **Can I bring my children to attend the Symposium with me?**

**No**, the Symposium offers leadership development training to emergency response professionals and some content presented is not appropriate for minors. In addition, depending on the age of the child, the child may create disruptions during the sessions that prevent the attendees from being able to hear or concentrate on the message being delivered or could cause the presenter to lose focus on his/her topic.

## **TRAVEL INFORMATION**

### **Where is the Symposium?**

The Symposium occurs the same week of each January and location alternates between Frisco, Texas and San Marcos, Texas.

The 2019 Symposium will be held at:

**Embassy Suites Hotel and Convention Center**  
**7600 John Q. Hammons Drive**  
**Frisco, TX 75034**

**972-712-7200 | [www.embassysuites3.hilton.com](http://www.embassysuites3.hilton.com)**

### **Where should I stay in Frisco?**

TEEEX offers a hotel room block for attendees at the Embassy Suites. For your convenience, we recommend you stay at the hotel in a room block, but it does fill up quickly so book your room as soon as possible. Reservations at the Embassy Suites will open on June 1.

### **Is Parking available at the conference?**

**Yes**, there is parking at the hotel but be advised that there is limited *free* parking space available which is in the outdoor lot. The parking garage is \$10 per day for self parking and \$16 per day for valet.

### **How do I get around in Frisco?**

If you don't drive a personal vehicle to the Symposium, there are local transportation options. Check with the hotel concierge for suggestions.

### **What is there to do in Frisco?**

For a current list of events in Frisco, visit the Convention and Visitors Bureau website at <http://www.visitfrisco.com/#!/what-to-do/>.

## **Do I need to pay for my own travel expenses?**

**Yes**, attendees of the Symposium are responsible for covering the cost of travel, meals, and lodging.

## **CALL FOR SPEAKERS**

### **How do I become a speaker at the Symposium?**

Each spring, TEEEX launches a *Call for Speakers* for the Symposium. If you feel you have a relevant topic to present, please apply to be a speaker. Subscribe to the TEEEX email listservs and/or follow TEEEX on social media to be alerted when the *Call for Speakers* is opened.

For Symposium eNewsletter, subscribe to Fire and Emergency Services:

**Leadership Development: <http://teex.org/subscribe>**

Follow us on Social Media:

**<https://www.facebook.com/teexfire/>**

**<https://twitter.com/teexfire>**

Check out our website for the latest Symposium News:

**[TEEX.org/LeadershipSymposium](http://TEEX.org/LeadershipSymposium)**

## **SYMPOSIUM SPONSOR**

### **I am a vendor, how can I support the Symposium?**

Although there is no vendor show for the Symposium, TEEEX does offer opportunities for vendors to sponsor either breakout rooms, hospitality suites, or refreshment tables. Contact Robert Barron at 979-845-5562 for additional information.

## **CONTACT US**

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WEB: **[TEEX.org/LeadershipSymposium](http://TEEX.org/LeadershipSymposium)**