

## JCATI 2024 Symposium Speaker Logistics

### Symposium date and location

- Tuesday, April 16 at the DoubleTree by Hilton Spokane City Center, 322 N. Spokane Falls Ct. We are in the Ballroom (Salons IV and V).
- Symposium currently is 9 AM-4 PM. Breakfast and lunch are provided.
- Event is in person only, no virtual option. This is a relaxed meeting meant to help various parts of the WA aerospace industry connect. I expect ~100-ish attendees.
- Dress is business casual.

### Speaker's Dinner

Monday, April 15 at Mizuna, 6-8 PM. We'll meet in the hotel lobby around 5:45 pm and walk a few blocks to the restaurant where we have a private dining room.

### Travel and Hotel

- JCATI pays for your symposium travel to Spokane and a hotel room at the DoubleTree.
- If you fly, please contact my travel agent Jeanne Kick ([jkick@dt.com](mailto:jkick@dt.com), 425-275-4214). She charges your ticket directly to my budget. JCATI pays for an economy class ticket only.
- Before contacting Jeanne, have the following ready:
  - Airport flying out of (SEA or PAE). You are going to Spokane (GEG).
  - Potential flights that work for you
  - Name as it appears on ID shown at airport
  - Gender
  - Birthdate
  - Cell phone #
- If you drive, I'll work with you on an expense report so there will be a delay before you are reimbursed.
- The hotel will already have your name when you check in. They may ask for your credit card for any incidentals but JCATI covers room/tax.

### Symposium Talk

Plan on a 30-35 minute talk to allow 5-10 min for questions. Tell us a bit about your current projects, what you and your company are focused on. Next, tell us the technology needs of your sector in the next 3-5 years. Where are the challenges and opportunities?

JCATI funds near term projects so you are addressing people who can possibly help you. The audience is mainly engineers so you can get technical. Other attendees are from industry, economic development offices and aerospace industry groups. The goal is to give people insight into your sector's needs which hopefully will result in new connections. Let me know if you have any questions about talk content.

### Headshot and Short Bio

Please send me a headshot and short bio which I'll post on the event website.

### Symposium Registration and Agenda

We are using Whova for symposium registration, website and networking. The site will be live by the end of January so please make sure to log in ahead of time, update your profile and start connecting.

I've already registered you in Whova. If you try to register again, Whova will say the event is full. \*\*\*If you can't attend, tell me so I can cancel your registration.

Access your profile using the information below:

- This is your link to the symposium website: [https://whova.com/portal/webapp/jcati\\_202404/](https://whova.com/portal/webapp/jcati_202404/). The agenda is also posted on the [JCATI website](#).
- If you haven't used Whova before, you must create an account with a password. For help use the [Whova App User Guide](#)
- The invitation code is "**6y681eo1f4**"
- Whova works best using Chrome

Contact Beth Hacker ([bhacker@uw.edu](mailto:bhacker@uw.edu)) if you have any symposium questions. Looking forward to a great symposium!