



Minnesota Family Support and Recovery Council

2017 SPEAKER INFORMATION



Thank you for agreeing to present a session at the annual MFSRC training conference. A member of our organization has been assigned to your session as a coordinator and we ask that you discuss your needs with that person, who will coordinate all necessary arrangements. As a minimum, we want to make sure we are aware of the following requirements and needs:

- ✓ Speaker Room Set Up
- ✓ Audio Equipment
- ✓ Video Equipment
- ✓ Internet access (live PRISM cannot be used)
- ✓ Overnight Accommodations (** see Other Important Information**)
- ✓ Meals
- ✓ Amount of Fees and Reimbursements
- ✓ Transportation to and from St. Cloud
- ✓ Arrangements for Handouts
- ✓ Who your intended audience is

Written Materials and Handouts

Attendee evaluations from previous conferences consistently state that clear detailed handouts are one of the most valuable benefits of attending the conference. Attendees find the following especially valuable:

- ✓ Sample Forms
- ✓ Checklists
- ✓ Procedures (“cheat sheets”)
- ✓ Flowcharts
- ✓ Copies of Power Point Presentations

Suggested Handout Format

- ✓ Page Size 8 ½ x 11”
- ✓ Margins 1” on all sides
- ✓ Font at least 12 point

Web Site Standards for Handouts

Do not bring copies of handouts with you to the conference. In an effort to save resources (both nature and money), MFSRC has a website that will have all handouts available for attendees to view and print prior to the conference. To ensure that handouts are available for attendees to view and print prior to the conference, please email your session coordinator with an electronic version of your handout files **no later than September 21, 2017.**

Power Point Presentations:

- Please provide the actual Power Point, not a PDF of the Power Point.
- All Power Point presentations **must** use the MFSRC format. This will make it easier for attendees to print and use for notes and reference.
- Handouts should have either two slides per printed page if detailed and hard to see, or three per printed page with lines for notes.

Handouts that are not a Power Point Presentation:

- If you are not able to provide the original files, we ask that you have the documents scanned to a PDF format. To keep the file size down, documents should be scanned to B & W text, 1 bit, 150 dpi. If the text is large, 100 dpi is enough.

Other Important Information

- ✓ Due to data privacy concerns, we cannot use live PRISM for presentations. Please make arrangements for a training region.
- ✓ For Speakers registering and attending the conference, MFSRC does not pay for mileage, rooms, or meals.
- ✓ For Speakers not registered to attend the conference MFSRC may pay for some of the cost, depending on the distance and time of the session. If a speaker has less than a three-hour drive and is speaking in the afternoon, we will not provide overnight accommodations. Please discuss any requests or concerns with the session coordinator to determine needs.

Best Practices:

If you have requested WIFI or Internet Access have a back-up plan in mind in case there is trouble accessing the internet at the conference.

If the file for your presentation is not too large, store it on your c drive. If you store it on a network drive or your email account, you will need the internet to access it.

If possible, have your presentation loaded on your laptop and have it on a memory stick in case you need to use a different laptop.

If you are going to a web site to demonstrate, have screen prints of the site highlights ready.

When possible do not run a video from You Tube or elsewhere on the Internet, embed the video file directly into your PowerPoint. Or run a video directly from a media file such as a .WMV or .AVI file.

Be prepared to use a Hot Spot on your smart phone if available and needed.

Make sure your PowerPoint is readable from the back of a large room.

Keep your PowerPoint simple, avoid animated boxes. Keep colors simple.

Set up early and make sure any videos and presentation are accessible ahead of time.