



Minnesota Family Support and Recovery Council

2021 SPEAKER INFORMATION

Virtual Conference



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. At a minimum, we want to make sure we are aware of the following requirements and needs:

- ✓ Do not use live databases with confidential/private information. All examples used or shown should be in the Training/Development region of PRISM or other databases.
- ✓ Please use the MFSRC conference PowerPoint template.
- ✓ Plan to be in a well-lit area to appear on camera. Light in front of you and not behind as this creates a shadow/silhouette.
- ✓ Please test audio/video.
- ✓ Please connect with a strong internet connection, either WiFi or Ethernet.
- ✓ Please attend a speaker information session – dates to be determined.
- ✓ Prepare to log in to the platform at least 15-20 minutes before your session start time.
- ✓ If using a video from the internet, have it cued to the exact starting point to avoid delays with ads or inappropriate pop-ups.
- ✓ Be sure to tell us who your intended audience is.

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:

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

Web Site Standards for Handouts

All handouts will be posted to the MFSRC website for attendees to view and print prior to the conference. Email your session coordinator with electronic versions of all handout files **no later than Monday, September 13, 2021**.

Power Point Presentations:

- Please provide the actual PowerPoint (.pptx) file.
- Use the MFSRC PowerPoint template found at <http://www.mfsrc.org/Conferences.html>.
- MFSRC will convert the Power Point file to a PDF version with two or three slides per page and room for notes and post it to the website.

Other Handouts:

- The suggested handout format is:
 - Page size 8 ½” x 11”
 - Margins 1” on all sides
 - Font at least 12 point
- If you are not able to provide the original files (MS Word, etc.), scan to PDF. To keep the file size down, scan to B & W text, 1 bit, 150 dpi. If the text is large, 100 dpi is enough.

PLEASE SIGN AND RETURN THE ATTACHED CONSENT FORM

We may record sessions to be placed on the MFSRC website. Each speaker is asked to complete the attached consent form and return it to mfsrc.board@gmail.com Thank you.



CONSENT TO PHOTOS AND/OR VIDEO RECORDING

The purpose and intended use of the videos or photographs is as follows:

To provide training and outreach materials to child support staff, attorneys and legal staff, collections workers and others working in the support area throughout the state of Minnesota. The primary access of the materials will be on the Minnesota Family Support and Recovery Council Website (www.mfsrc.org).

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_____ I do not authorize Minnesota Family Support and Recovery Council to take, use, publish, reproduce, and/or distribute photographs, videos, or similar recordings of my image.

_____ I authorize Minnesota Family Support and Recovery Council to take, use, publish, reproduce, and/or distribute photographs, videos, or similar recordings of my image. I waive any right to inspect or approve any proposed publication, reproduction, or distribution, in any medium. I understand that Minnesota Family Support and Recovery Council does not control third party use of the photographs, video recordings, or similar recordings after they are published or distributed. I understand that allowing Minnesota Family Support and Recovery Council to take, use, publish, reproduce, and/or distribute the photographs, video recordings, or similar recordings is completely voluntary and that I am under no obligation to provide this consent. I understand I will not be paid for Minnesota Family Support and Recovery Council's use of these photographs, video recordings, or similar recordings. I understand that I am authorizing the release of information that may be classified as private data under the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

By signing this Release and Consent, I release Minnesota Family Support and Recovery Council and its officers, employees, and agents from any liability from the taking, use, publication, reproduction, or distribution of the photographs, video recording, or similar recordings.

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I understand that I may revoke this consent by sending a written notice of revocation to the Minnesota Family Support and Recovery Council President at mfsrc.board@gmail.com; However, I understand that the revocation will not apply to Minnesota Family Support and Recovery Council's prior use of the photographs, video recordings, or similar recordings, taken in reliance on this Release and Consent.

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By signing this Release and Consent, I certify that I have read and understand the contents of this document and have the right and authority to execute this Release and Consent.

Signature

Session Title

Print Name (s)

Session Date

Title/Position

Session Time