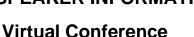


# **Minnesota Family Support and Recovery Council**

# 2022 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. 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 cured 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 Thursday**, **September 1, 2022.** 

### **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"
  - o Margins 1" on all sides
  - o 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.