



Minnesota Family Support and Recovery Council

2022 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 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”
 - 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.