



# Minnesota Family Support and Recovery Council

## 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 Maddens
- ✓ 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

MFSRC has a website that we use to make handouts available for viewing and printing. To facilitate that effort, we are asking that you provide your session coordinator with a CD with your handout files **AT THE CONFERENCE**. Files must be in MS WORD, RTF, or Adobe pdf format. We can also accept a power point presentation. **If you are using Office 2007 please save the files in an earlier format.** Office 2000 or 2003 works well. 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

- ✓ We would suggest a minimum of 150 copies (talk to your session coordinator)
- ✓ 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 would not be paying 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 with the session coordinator to determine needs.