



MACMH's Child & Adolescent Mental Health Conference

April 23-25, 2017 • Duluth, MN

Presenter Information

Thank you for the time and effort you have put forth to participate in our 2017 Child & Adolescent Mental Health Conference!

It is important that we create a positive conference experience. As part of that effort, this document contains vital information and instructions you'll need as a conference presenter. Please feel free to contact me if you have any questions or concerns.

Keri Stenemann • Conference Coordinator (Starting Feb. 1, 2017)
kstenemann@macmh.org • 651-644-7333

Preparing for the Conference

AV, Handouts, Registration and Audience Size

Audio/Visual

- In March you will be sent an email with detailed AV information, and at that time we will begin gathering special AV requests. Please do NOT send your AV requests before you receive this email.

Registration

- Presenters may register for the full conference for a special rate of \$150. *Attending the day of your presentation is free.* See Presenter Agreement on the next page for more details. Please watch your email for registration instructions in early March.

Handouts

- Every year attendees indicate on conference evaluations how much they appreciate handouts, and workshops that fail to provide handouts are often evaluated poorly because of this.
- Please note that handouts are the presenters' responsibility. We cannot reimburse you for any cost incurred, and you should not charge participants for handouts. For extenuating circumstances please contact Keri Stenemann to discuss alternate options.
- At your workshop, your convener will distribute handouts as attendees enter the room or just prior to starting the session.
- If you do have extra handouts after your session, we suggest that you place them on the Resource Table in the Exhibit Hall.

Audience Size

- One to two weeks prior to the conference, you will be sent an email with a link to our presenter website, which will include the approximate number of attendees that have indicated interest in your workshop (participants do not sign up for workshops, so the actual number attending will not be known in advance).
- As this number is only an early estimate for your reference – actual attendance is often higher.

During the Conference

Arrival & Check-In, Workshop Setup, and Conveners

Check-In/Board Room

- Presenter check-in will be in the Board Room (second floor, City Side). Please note – this is separate from the main attendee registration area. Please check in as soon as you arrive and pick up your presenter packet and name badge. All presenters, including co-presenters, must check in no less than 30 minutes before their workshop time to confirm their arrival.
- In addition to presenter check-in, the Board Room will be a place for presenters to prepare for their workshop, store materials, relax, network, etc. (Please note that the DECC staff request that presenters do not ask for lunch service in the Board Room).
- Board Room hours
 - Sunday 1:30 pm – 5:00 pm
 - Monday 7:30 am – 5:00 pm
 - Tuesday 7:30 am – 4:15 pm
- The Board Room is staffed and is open exclusively to presenters.

- While the room will be staffed, it will not be locked; we advise against leaving anything of value in the room, as we cannot be responsible for lost or stolen items. Also, we cannot ensure that the room will be locked overnight, so please do not leave any personal items in the room outside of the hours designated.

Secure Item Check

- MACMH will provide a secure storage area behind the general registration area where you may check your valuables. This will be available beginning Monday morning at 7:30 am.

Arriving to your Workshop

- We request that you arrive at your workshop room at least 15 minutes before your presentation is scheduled so you can test your microphone(s) and other audio/visual needs.

Conveners

- You will be assigned a convener who will be in your room 15 minutes before the start of your presentation to assist with AV and room set-up.
- The convener will open the session with an announcement, then introduce you (using your bio submitted with your proposal). If you prefer to introduce yourself, please inform the convener before the session starts (the convener should still OPEN the session with an announcement). NOTE: We requested that your bio be limited to 2-3 sentences; we will edit bios that are too long.
- The convener is also available to help in other ways; see the convener description for more information about how the convener can be of assistance to you.

Presenter Agreement

In submitting this proposal, I understand that I am agreeing to the following on behalf of all individuals participating in this presentation.

- MACMH will NOT pay for this presentation, travel, lodging, meals, or other expenses associated with the conference.
- MACMH will waive registration fees as follows: Workshop Presenters – Sunday and the day of my workshop only (non-transferable); MHED Talk Presenter – Sunday and one full conference workshop day (non-transferable). A special rate of \$150 is available to all presenters who attend an additional conference workshop day (the full conference).
- Workshops are limited to four (4) presenters.
- No presenters may be added to presentations after Friday, April 3, 2017.
- If selected to present a workshop, I/we will be scheduled on Monday, April 24 or Tuesday, April 25, 2017.
- If selected to present a Symposium, I/we will be scheduled on Sunday, April 23, 2017.
- MACMH requires speakers to provide handouts for their own session(s).
- I will not charge participants for handouts or materials.
- I will not sell products during my presentation; product sales are permitted only in exhibit booths. (Ask Keri about our special presenter book table kstenemann@macmh.org.)
- I will not promote a specific product for personal gain during my presentation.
- Special requests regarding room arrangements or other accommodations must be specified in this proposal (in "Additional Comments" box of the online form). If not, MACMH may not be able to fulfill your request.

Thank you for being a part of our 2017 Child & Adolescent Mental Health Conference!

We are excited for the opportunity to share your expertise with our attendees. Please contact us with any additional questions or concerns.