

MACMH²⁰¹⁸PresenterInformation

MACMH's Child & Adolescent Mental Health Conference

April 15 - 17, 2018 • Duluth, MN

Thank you for the time and effort you have put forth to participate in our 2018 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 (Keri) or Sasha Fursman if you have any questions or concerns.

Keri Stenemann • Conference Coordinator • kstenemann@macmh.org • 651-644-7333

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Preparing for the Conference

AV, Handouts, Registration and Audience Size

Audio/Visual

- A screen, projector, and audio capabilities will be available in every presenter room. Depending on room size, a microphone(s) will also be available. The Audio/Visual requests you made when you submitted your proposal will be assessed and an update regarding your AV will be sent in March. Internet access may be limited so we encourage you to prepare your presentations in a way whereas you do not need to directly access a site.

Registration

- As an honored presenter of the MACMH conference, we would like you to have access to the full day of the conference in which you are presenting. If you would like to attend the full conference, we offer this to you at a reduced rate of \$150. Complete registration information will be sent out by mid-February. See Presenter Agreement on the next page for more details.

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

- Two weeks prior to the conference, you will be sent information as to 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.

Location/Hotel

- Our conference is held at the Duluth Entertainment Convention Center in Duluth, MN. April weather in Duluth can vary from snow, to rain, to sunshine, so please come prepared. We recommend that you obtain your hotel room early. By visiting the MACMH Conference website, you will find a link to all hotel rooms whereby we have solidified a reduced rate for our presenters and guests.

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, and network. Please note that you will be able to pick up lunch in Pioneer Hall and bring it to 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. We also 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.

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 will 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

If I submit a proposal, I understand that I will be agreeing to the following on behalf of all individuals participating in my presentation:

- I/we will not be compensated for the presentation, travel, lodging, meals, or any other expense associated with the conference.
- My/our registration fee will be waived/discounted as follows: Workshop Presenters – Sunday and the day of my/our workshop only (non-transferable); MHED Talks Presenter — Sunday and one full conference workshop day (non-transferable). A special full conference rate is available to all presenters who attend an additional conference workshop day.
- My/our presentation may not exceed three (3) presenters.
- I/we may not add any presenters to the presentation after Thursday, February 22, 2018.
- If selected to present a workshop, I/we will be scheduled on Monday, April 16 or Tuesday, April 17, 2018.
- If selected to present a Symposium or MHED Talk, I/we will be scheduled on Sunday, April 15, 2018.
- I/we will provide handouts for my/our own session(s).
- I/we will not charge participants for handouts or materials.
- I/we will not sell products during my presentation. Product sales are permitted only in exhibit booths. If interested, please ask April about MACMH's special presenter book table by emailing ajtighe@macmh.org.
- I/we will not promote a specific product for personal gain during my presentation.
- Special requests regarding room arrangements or other accommodations must be specified in my/our proposal in the "Additional Comments" box of the online form. If not included, MACMH may not be able to fulfill my/our request.

Thank you for being a part of our 2018 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.