

NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS

FORUM 2010

“NFBPA: Good to Great: Transforming the Connection between Community & Government”.

Sheraton Four Seasons Hotel, Greensboro, NC

April 24-28, 2010

WORKSHOP PRESENTER GUIDELINES

WE NEED YOUR HELP!

- ▶ Thank you for agreeing to be a workshop presenter. Your help is needed to make sure our program is as complete and strong as possible.
- ▶ Help NFBPA to meet a fundamental principle: to educate our members with the best info in the industry.
- ▶ Help us create a more meaningful learning experience and add to the perceived value of the conference experience.
- ▶ Excite new members to join and existing members to renew,
- ▶ Encourage attendees to join us at the next event because they can see the quality of our education.
- ▶ Assist attendees to comprehend all the material at an education-filled event.

Here are a few reasons to make sure speakers prepare and submit presentations and handouts on time:

- **Excellent Sessions Reflect Well on You.** – Excellent sessions begin with good speakers and well prepared content. Your ability to instill a high level of professionalism to the content submission process will reflect well on you with better sessions and more satisfied attendees. Good performance with one event program often leads to more prominent opportunities.
- **Strong Leadership Raises the Bar** – By making sure that contributing speakers understand the expectation of providing their content well prepared and on time adds to the professionalism of FORUM 2010
- **Staying on Schedule Saves Money** – Last minute materials lend up hurting the program, frustrating attendees and costing your organization money. Save money by following the process and staying committed to the deadlines.

PERSONAL BENEFITS

Be Prepared---Your contributions matter!

Here are a few reasons you'll benefit from getting your material in on time:

- ▶ **Further Your Career** – Getting published may help your career, and it helps build credibility among your peers. Many presenters find their participation leads to other professional opportunities, such as speaking engagements or consulting opportunities.
- ▶ **Prepare Yourself for the Presentation** – By preparing a written document, you can organize what you want to communicate. Remember to practice to be smooth with your delivery and to stay within any time limits.
- ▶ **Help Your Audience** – A written paper improves the comprehension of your information. Now your attendees can focus more on the content and less on copying slides. Remember – most people can absorb and remember about 15 percent of the spoken word.

[Over]

- ▶ **Make a Lasting Contribution** – Your info becomes a permanent part of NFBPA's body of knowledge.

Past Evaluations Indicated the Following

- Content overlap of presentations.
- Presentations should match the descriptions noted in the program book.
- Presenters who do not cover the agreed subject area also tend to overlap onto other speakers' area of focus.
- Delegates request presentations that include practical examples, "how-to" tips, where things went wrong or were improved; learning from mistakes.
- Information through handouts, websites, bibliographies and reference materials is helpful.

Audio Visuals

Each room will be equipped with an LCD projector, computer, screen, podium & mike. Your presentation must reach AV CO-OP, attn: Al Goggins, agoggins@avco-op.com by **March 15, 2010** so that it can be loaded onto the computer. Each presentation **MUST** include the name of the workshop, and the presenter on the first slide. **If it is not received by the deadline, you will be unable to use the presentation equipment. We are unable to accommodate personal laptops.**

- Send complete presentation to AV CO-OP via email. If you have any questions regarding your presentation, please email Al Goggins at agoggins@avco-op.com. Please provide digital presentations in a 2003 or 2007 PowerPoint format. If your presentation is too large to forward from your office server you can still forward it digitally by going to www.yousendit.com. Simply register for the free version and you can use it to send files up to 1GB in size.
- In keeping with our mission to institute as many 'Green Solutions' as possible, Your presentation will be loaded onto the computers and made ready for your workshop. PDF handouts will be made available at Computer stations for attendees who wish to print handouts on site. Presenters who desire to provide printed copies of their handouts will have to bring them for attendees. Due to the volume of waste NFBPA will no longer copy handouts for attendees.
- **POLICY:**
In keeping with our goal to institute as many 'Green Solutions' as possible, NFBPA will institute a more "green" friendly process to provide attendees with workshop presentations and handouts. All presentations and handouts should be sent directly to the audiovisual group first. Once they are checked for functionality, a digital PDF versions will be created. At the FORUM you will find computer kiosks that will permit you to print workshop materials you desire to have. The presentations and handouts will be available online for 30 days after the conference for printing or download. We will encourage you to visit the FORUM 2010 workshop presentation link on our website at the conclusion of the conference to obtain the presentations and handouts you desire. Some presenters may choose to bring their own handouts, however, that will be an individual decision and expense.
- It is essential that your presentations are received by **March 15th** to ensure a smooth operation at conference. **ONLY UPDATES** to loaded presentations will be accepted after the deadline and they must be submitted at least the day before the actual presentation. The audiovisual team will accept credit cards as payment to cover a fee of \$25.00 if they have to load a new presentation on site during the conference due to a missed deadline

Submission Requirements

Upon Receipt of This Letter

- Complete and return the Participant Confirmation Form immediately to Dan Vaccaro at dan@pizzazzevents.com and to your moderator in a WORD format. Failure to confirm your participation may result in the cancellation of your workshop.
- Upon receipt of the confirmation forms a Workshop Info & Participant Contact Document will be sent to you via email.

By March 15, 2010

- Send a short one-paragraph (3-4 lines) biography via email to your moderator. This will be used to introduce you at the workshop.
- Send your PowerPoint presentation outline to the workshop moderator
- Complete presentation and handouts to the audiovisual team as outlined above

On The Day Of Your Presentation

- **Please check-in at your workshop room at least a half hour before you are scheduled to speak.** Room assignments will be provided at a later date. The speaker ready room (Carolina) will be available for your use on Monday and Tuesday.
- Remember to bring business cards to exchange with attendees for networking and contacts
- Dress: Business attire.

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WORKSHOP PARTICIPANT CONFIRMATION

Yes, I plan to participate in FORUM 2010 as a: ___ Moderator ___ Presenter

Kindly complete and return this form immediately via e-mail as a WORD document to dan@pizzazzevents.com A complete confirmation package will be sent upon receipt.

Please **Print** Clearly

Workshop Title:		
Name:		
Job Title:		
Organization:		
Organization Address:		
Contact Numbers:	Tel: Fax: Cell:	
E-mail address:		
Assistant's Contact Information:	Name:	Telephone: Email:
Online Handouts	Please initial electronically if you give permission to post your handouts online post conference	_____ Initials

Electronic Signature

Date

This form must be completed and submitted to NFBPA in order for you to be listed in the conference program.

Note: Form must be submitted as a Word document and e-mailed as an attachment to dan@pizzazzevents.com.