

**MODERATOR and SPEAKER *Frequently Asked Questions (FAQs)***  
**Lifesavers National Conference on Highway Safety Priorities**  
**March 26 - 28, 2017 • Charlotte Convention Center • Charlotte, NC**

***Where can I find information about the Lifesavers Conference?***

The Lifesavers Conference website ([www.lifesaversconference.org](http://www.lifesaversconference.org)) has all the information you need about the conference, schedule, registration, mobile app, travel/hotel arrangements, transportation, and other logistics.

***Where can I find information specific to Moderators and Speakers?***

The website's "Presenters" page (click [HERE](#)) has information to assist you in planning your workshop and preparing your presentation. There you will find a link to the "Financial Assistance Form" and helpful documents such as the "Moderator Checklist" and "Speaker Guidelines and Tips."

***What is the Lifesavers Speakers Database?***

The Speaker Database (CadmiumCD Harvester) is used to create and maintain information related to workshops and speakers. You will be emailed a personalized access key and asked to complete your profile information (name, title, organization, city, state) that will appear in the conference program and mobile app and confirm your participation as a moderator and/or speaker. During the planning process you will be asked to complete tasks, such as uploading your presentation/handout and requesting specific audiovisual needs. You will have unlimited access to the database to complete tasks and review workshop information.

***Do Moderators and Speakers have to register for the Lifesavers Conference?***

Yes. To register, go to the website's "Registration" page (click [HERE](#)). The fee is waived if attending only one day, the day of your workshop; the multi-day registration is \$350. Moderators and speakers are responsible for making their hotel and travel arrangements. This can be done on the website's "Travel/Hotel" page (click [HERE](#)).

***Is financial assistance available?***

Yes. Moderators and speakers with demonstrated need can apply for aid to help defray the cost of the conference registration fee and hotel/travel expenses. To apply, submit the "Financial Assistance Form" (click [HERE](#) or locate on the website's "Presenters" page) by **March 17, 2017**. Last year, recipients received an average of \$700.

***How will I receive information about my workshop and presenters?***

Meetings Management, Inc. (MMI), the conference coordinator, will email each moderator and speaker a Letter of Invitation with workshop details and will provide updates and reminders during the planning process. You can view updates to your workshop(s) at any time by logging in to the Lifesavers Speaker Database using your access key (see above).

***How long are the workshops?***

Workshops are 90 minutes except for the 60-minute workshop on Sunday afternoon, March 26. The moderator will structure the workshop as he/she and the Track Leader deem appropriate (e.g., debate, panel discussion, demonstration). Lifesavers workshops typically have no more than three speakers, with each speaker presenting for 15 – 20 minutes, and 15 minutes at the end for audience questions and participation.

***Does Lifesavers print out and/or distribute speaker presentation handouts?***

No. Instead, PowerPoint presentations will be posted on the Lifesavers Conference website and mobile app before the conference for participant review and printout. Speakers will be asked to upload documents via the Lifesavers Speaker Database by **March 8, 2017** for posting on the website and mobile app before the conference. Those received after March 8 will be posted after the conference

***Are there handout guidelines?***

Yes. The website's "Presenters" page has Instructions for preparing and posting handouts, as well as guidelines and tips for presenting at the conference. Handouts are a priority for conference attendees and help to increase the value and impact of the workshop presentations.

***What is the typical set-up for the workshop rooms? Is audiovisual (A/V) equipment provided?***

Workshop rooms are set theater style with a podium and head table(s), wired microphone for the podium, one portable microphone per table, LCD projector equipped with VGA cable and sound, screen, and clicker. One laptop with Internet access is provided. Speakers should notify the workshop moderator if other A/V equipment is needed. Moderators will submit A/V needs by **March 8, 2017** via the Lifesavers Speaker Database.

***What are the important dates during the planning process?***

The website's "Fees/Deadlines" page (click [HERE](#)) has important conference deadlines, including these specific to presenters:

- **February 24:** Make hotel reservations via the Lifesavers Conference website's "Travel/Hotel" page.
- **March 8:** Submit handouts for posting to the website.
- **March 8:** Request special A/V equipment if needed.
- **March 13:** Register for the conference via the website's "Registration" page.
- **March 17:** Apply for financial aid if needed.
- Before the conference, download the conference mobile app (instructions are on the Lifesavers website's "Home" page).

If you have questions not addressed in this document, email Cindy Carter, Meetings Management, Inc., at [carter@meetingsmgmt.com](mailto:carter@meetingsmgmt.com) or by phone at 703-618-2257.

