Lifesavers National Conference on Highway Safety Priorities
March 26 – 28, 2017 ● Charlotte Convention Center ● Charlotte, NC

Speaker Guidelines & Tips

These guidelines and tips are based on feedback from past conference moderators, speakers and participants. Visit the "Presenters" page of the Lifesavers Conference website (www.lifesaversconference.org) for more information. If you need additional guidance or have specific questions about your workshop, contact your workshop moderator.

[ ] **Workshop coordination/preparation**: Your workshop moderator will schedule conference calls with you and the other speakers to discuss the workshop topic, format and the speakers' respective roles, as well as coordinate presentations to avoid redundancy. It is recommended that speakers share their presentations with the moderator and co-presenters in advance of the conference.

[ ] **Presentations**: Each speaker will have approximately 15-20 minutes for his/her presentation depending on the number of speakers in the workshop. Attendees are primarily practitioners and are interested in learning about evidence-based programs, initiatives, research findings, and best practices that they can easily implement in their respective states and/or communities. Tangible "takeaways" are key! Technical presentations are not recommended. Please check with your moderator to see if he/she wants to load all presentations on one jump drive prior to the conference to avoid delays. Lifesavers audio visual technicians do not load presentations ahead of time.

[ ] **PowerPoint slides**: Limit the amount of text on your slides and use pictures and colorful, but simple graphics (avoid using charts with lots of data or dark backgrounds since they are often difficult to read) to illustrate what you are discussing. Do not read your slides to your audience; PowerPoint should be used as a tool to supplement your discussion. The website's "Presenters" page (click HERE) has helpful guidelines and tips on preparing PowerPoint presentations and handouts.

[ ] **Handouts:** Handouts are a priority for attendees and help to increase the value and impact of your presentation. You will be emailed instructions for uploading your presentation/handout to the Lifesavers Speaker Database. Materials uploaded in the Database by **March 8, 2017** will be posted to the Lifesavers Conference website and mobile app for attendees to review and print out before the conference. Presentations received after March 8 will be posted after the conference. You are welcome to bring handouts to the conference (minimum of 50), but posting your materials in advance will generate interest in your presentation.

[ ] **Audio Visual (AV) equipment**: Workshop rooms will have a laptop, LCD projector equipped with VGA cable, screen, sound for laptop presentations, and clicker. There will be a wired microphone on the podium and a wireless handheld microphone at the head table. Notify your workshop moderator if you have other AV needs.
The **Lifesavers-provided laptop** has Windows 7 Operating System with Office 2013, and will have Internet connection. You will need a USB Jump Drive with your presentation on it, and if you have videos to play, they should be on that same jump drive. If you prefer to bring your own laptop, it needs to have VGA capabilities.

[ ] **Contact information**: Exchange cell phone number and conference arrival information with your moderator. If your arrival is delayed or you must cancel, notify your moderator as soon as possible so that s/he can make arrangements to present your material and/or allot your time to another speaker.

Bio/introduction: three weeks before the conference, send your moderator a short (no more than one paragraph) bio that s/he can use to introduce you. You may also upload your bio and photo to the Lifesavers Speaker Database so that the information will appear on the conference mobile app, however this is optional.

[ ] **Arrival at the conference**: Notify your moderator that you have arrived. You can use the Speaker Ready Room to meet your moderator and other speakers, and review/test your presentation before your workshop.

[ ] **Workshop session**: Familiarize yourself with the conference venue and arrive at your workshop room at least 10 minutes before your scheduled start time. Your moderator will make sure the session starts and ends on time, and will monitor presenters' allotted time so that the session stays on schedule.

[ ] **Question & Answer session**: The moderator will structure the workshop so that there are 15 – 20 minutes at the end for audience questions. It is common for audience members to approach speakers at the conclusion of the session to ask additional questions and/or continue the discussion.

The Lifesavers Conference has a lot to offer! Be sure to visit the Exhibit Hall, network with over 1,900 attendees, and attend the plenary sessions and other workshops.