The information provided here is based on input from past conference moderators and speakers. Visit the Lifesavers Conference website (www.lifesaversconference.org) for general conference information. The “Presenters” page has information specific to speakers; the “Workshops/Handouts” page has the workshop schedule, a list of workshops by track and speaker handouts.

**Workshop coordination/preparation:** Your workshop moderator will schedule conference call(s) with you and the other speakers to discuss the workshop topic, format and 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 before 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 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. Bring your presentation on a thumb drive. 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 the audience; PowerPoint should be used as a tool to supplement your discussion. The website’s “Presenters” page has helpful hints for preparing 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 Management site. Materials uploaded by **February 21** will be posted to the Lifesavers Conference website and mobile app for attendees to review and print out before the conference. Presentations received after February 21 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. Note: only speakers and moderator/speakers can upload files and presentations. Moderators cannot upload files for their speakers.

**Audio Visual (AV) equipment:** Workshop rooms will have a laptop, an LCD projector with VGA cable, screen (preferred aspect ratio 16:9), sound for laptop presentations, and clicker. There will be a wired microphone on the podium and wireless handheld microphone(s) at the head table(s). Notify your workshop moderator if you have other AV needs.

The **Lifesavers-provided laptop** has Windows 7 Operating System with Office 2013 and an Internet connection. Bring your presentation on a USB Jump Drive. If your presentation includes sound effects, video clips or other forms of multimedia, you must bring these separate files onsite along with your PowerPoint. They are linked to your PowerPoint (vs. being embedded) so they must be loaded on the computer you’re using onsite in order to be pulled into your presentation. Notify your moderator if you plan to use your own laptop.
Contact information: Exchange cell phone numbers 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 find a substitute to present your material and/or allot your time to another speaker.

Bio/introduction: Three weeks before the conference, send your moderator a short (just a few sentences) bio that s/he can use to introduce you. You may upload your photo to the Lifesavers Speaker Management site if you would like it to 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 (all activities take place at the Tampa Convention Center) and arrive at your workshop room at least 10 minutes before your scheduled start time. Your moderator will start/end the session on time and will monitor presenters’ allotted time so that the session stays on schedule.

Questions & Answers (Q&A): The moderator will structure the workshop so that there are 15 – 20 minutes at the end for audience questions. Often audience members approach speakers at the end 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 2,000 attendees, and attend the plenary sessions and other workshops. Most of all, enjoy the conference!