



## *General Information & Guidelines for Presenters*

### **Content & Presentation**

The description of your session should form the basis for your session; however, you are encouraged to expand on the content and provide as much information as needed—including relevant examples from your experience—to teach the subject in the allotted time. If you have questions or need more information as to where MTA stands on issues, please refer to our Policy Platform. (Simply visit [www.michigantownships.org](http://www.michigantownships.org); you'll find it under the Advocacy tab.)

An MTA staff member will introduce you before giving you the floor. Please plan to provide a few descriptive sentences about yourself and your experience to facilitate this. After you're introduced, outline your objectives for the session and what you plan to cover. You should build in time for audience participation and questions that may occur during the presentation, but do not allow questions to detract from your overall presentation. During the session, please repeat questions (so everyone hears what was asked) and begin/end on time.

### **Handouts**

MTA will reproduce handout materials submitted two weeks prior to the event date. This allows time to reproduce, package and transport copies to the facility. This may *seem* early, but we know you'll appreciate the convenience of having your materials delivered right to your classroom. If MTA has not received your materials by this date, you will be responsible for reproducing and bringing your own handouts. If you plan to bring your handout materials, please share your PowerPoint one week in advance. This allows us to load your presentation onto the laptop assigned to your classroom to provide a seamless transition between presenters.

Handout materials are reviewed by MTA staff, we will notify you if we believe the material should be edited for content or length. If you plan to utilize PowerPoint, you may use a template of your own design. Please be mindful of the size of your type/font and the amount of copy on slides. Presentations will be converted into PDF and reproduced as a handout (two or three slides per page). A standard MTA footer will be added to all handout materials, noting event, session name and date.

### **Presenter Recognition**

Cover/conclusion pages may contain your name and organization information (including address, telephone, email and professional social media accounts). All presenters will be introduced at the start of your session. Conference presenters may have a personalized profile page on MTA's app including photos and social media links if you wish. You must upload your preferences at least one week prior to the event.

### **Promotional Materials**

Presenters may distribute business cards to attendees, by request, or leave one piece of literature available for pick-up in the room. Beyond this, presenters are asked to not bring with them and/or circulate any other promotional materials.

### **Copyright and Reprint Permission**

Presenters agree *not* to utilize copyrighted material unless written permission has been granted from the original owner of the work. MTA may provide handouts to unregistered members after the event. (A small fee may be added to cover administrative costs as determined on a case-by-case basis.) You will be notified if your session is selected to be live streamed and/or recorded for future use in our Online Learning Center.

### **For More Information**

If you have any questions or concerns about your speaking engagement, please contact Shelley Cardenas at (517) 321-6467, ext. 251 or email [shelley@michigantownships.org](mailto:shelley@michigantownships.org).