



**Florida Office of Attorney
General National Conference on
Preventing Crime
May 29 - May 31, 2019
Tampa, Florida**

SPEAKER/PRESENTER GUIDELINES

General Information:

The Florida Office of the Attorney General (OAG) invites you to share your knowledge and ideas for the educational program at the Florida Office of Attorney General National Conference on Preventing Crime. The OAG's goal is to foster collaboration among practitioners, community organizations, law enforcement and other state and local agencies, through the sharing of innovative and proven ideas on crime prevention that are relevant and timely to help attendees do their jobs more effectively and to make their agencies more successful. We are seeking the very best, most relevant, and most thought-provoking ideas in order to deliver content pertinent to the diverse audience that attends the conference.

Requirements and Limitations:

Content should be developed using proven and accepted training methods and principles of adult learning. They can include, but are not limited to: interactive lectures, large and small group discussions, panel discussions, role plays, use of audio-visual training aids, development of action plans, and others.

The conference includes both adult and youth (ages 13-18 years) participants. Thought should be given in the preparation of the training material to ensure that it is age appropriate. This should include consideration of maturity, knowledge and experience levels of the participants, as well as age appropriate learning styles and how participants respond best to new information.

Bad or crude language should not be used. This includes the use of words or phrases that would generally be considered "curse words," but also includes the use of offensive language based on one's race, gender, nationality, ethnicity, age, or sexual orientation. Presentations should not imply that any group's race, gender, political affiliation or social status is superior to, or has cause and effect on another.

The primary focus of the conference is one of education and training. Although free to promote participation in the political process, speakers/presenters should not take advantage of or use the venue of the conference to make political speeches or to promote or disparage any specific party or political candidates.

Speaker/Presenter/Panelists' Duties:

Prior to the conference, speakers will prepare clear and concise learning objectives for their workshop or training session and develop content based on those learning objectives. The speaker will prepare and submit to the OAG for review a written or electronic copy of the material to be presented. It can be in the form of a lesson plan, Power Point presentation, detailed outline or narrative. The speaker gives the OAG permission to edit and use this information, with proper credits, for inclusion in a written or electronic resource document available to conference participants and the general public. If part of a panel, speaker will confer with other speakers or panelists to ensure an orderly presentation. Please allow time for questions and answers at your workshop.

Workshop Supervision:

A moderator will be assigned to each workshop/session. It will be the responsibility of the moderator to manage the workshop/session. This will include handling all logistical concerns related to the session (seating, room temperature, audio/visual equipment, handouts, etc.). The moderator will also introduce the speaker (s), and manage the flow of the session. At the conclusion of session, the moderator will complete an evaluation of the session.

Handouts:

It is appropriate to support many of the workshop presentations with handout material. In our experience we have found that it is best for the workshop panelists to provide their own handouts (200 copies should be sufficient). In doing so, you are ensured that the material is properly printed and arrives in the workshop room in a timely manner.

Audio/Visual & Sound Equipment:

Each workshop meeting room location will be equipped with sound amplifying equipment. In addition, the OAG will supply any reasonable requests for audio/visual equipment to include: screens, LCD projectors, CD/DVD/MP3 players, flipcharts & markers. Due to cost the OAG does **not** supply **laptop computers**. Each speaker must bring his or her own laptop computers, if needed. Through the local logistics committee, the OAG will have IT technicians available to assist with setup in each session. Audio/visual needs must be listed on the "Speaker Presentation Request Form".

Speaker Ready Room:

A speaker ready room is prepared for speakers/presenters to practice and make last-minute adjustments to the presentations. To use the speaker ready room, simply schedule it in advance or at on-site check-in at the Presenter Registration Desk for a time that it is available.

Registration:

Conference **registration** is **not** included for speakers/presenters. It can be purchased separately or may be negotiated as part of any speaker fees or concessions. There will also be two luncheons during the conference on Thursday, May 30, and Friday, May 31, 2019. If speaking during lunch, complimentary tickets will be provided. For others, tickets for luncheons can be purchased at a price of \$35.00 each. Upon your arrival, please check-in at our Presenter Registration Desk to pick up your materials and make any necessary arrangements.

Lodging:

Conference **lodging** is **not** included for speakers/presenters. It can be purchased separately or may be negotiated as part of any speaker fees or concessions. Lodging arrangements must be made directly with the conference hotel. Be sure to ask for the conference rate of \$120.00 (plus tax). Upon your arrival, please check in at our Presenter Registration Desk to pick up your materials and make any necessary arrangements.

Audio/Videotaping:

By submitting your “Speaker Presentation Request Form,” you accept that OAG may record (audio/visual) your workshop. If used for educational purposes, you will be credited for your intellectual property rights.

News Media Coverage:

The news media is encouraged to attend the annual conference and the OAG provides the media access to as much of the conference as possible. As a general policy, all conference workshops will be open to the news media. In those rare situations where dialogue or information presented would be of a nature that may jeopardize the safety and security of law enforcement personnel or operations, the media may be excluded. If you feel your topic falls in this category, please inform the Conference Coordinator when your Speaker Presentation Request Form is submitted.

Speaker Presentation Request Form:

To submit a workshop for consideration, please complete the attached “Speaker Presentation Request Form” no later than February 12, 2019. The form is also available on-line at:

<http://www.preventcrimeconference.com>