



Florida Office of The Attorney General Crime Prevention Summit

November 6, 2023
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 the Attorney General National Crime Prevention Summit 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 Crime Prevention Summit.

REQUIREMENTS AND LIMITATIONS:

The Crime Prevention Summit includes both adult and youth (ages 11-18 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.

Language considered bad or crude 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 Crime Prevention Summit 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 Crime Prevention Summit to make political speeches or to promote or disparage any specific party or political candidate.

HANDOUTS:

It is appropriate to support many of the presentations with handout material(s). In our experience, we have found it is best for speakers to provide their own handouts (100 copies should be sufficient). Please note, the OAG **will not** be responsible for producing or transporting materials.

AUDIO/VISUAL & SOUND EQUIPMENT:

The 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 and a flash drive for back-up purposes. Due to the security and safety of confidential information, we are asking each presenter to also bring their own hotspot- wifi devices/connections. 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 at the Presenter Registration Desk.

REGISTRATION:

Crime Prevention Summit **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 a luncheon during the Crime Prevention Summit on Monday, November 6, 2023.

For others, tickets for luncheons can be purchased at a price of \$40 each. Upon your arrival, please check-in at our Presenter Registration Desk to pick up your materials and make any necessary arrangements.

LODGING:

Crime Prevention Summit **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 Crime Prevention Summit hotel. The OAG **is not** responsible for making lodging or travel arrangements. Be sure to ask for the Crime Prevention Summit rate. 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 the OAG may record (audio/visual) your presentation. Speakers will be given credit for their intellectual property rights if the recording is used for educational purposes.

NEWS MEDIA COVERAGE:

The news media is encouraged to attend the annual Crime Prevention Summit and the OAG provides the media access to as much of the Crime Prevention Summit as possible. As a general policy, all Crime Prevention Summit 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 Crime Prevention Summit Coordinator when you submit your "Speaker Presentation Request Form".

SPEAKER PRESENTATION REQUEST FORM:

To submit a presentation for consideration, please complete the attached "Speaker Presentation Request Form" no later than October 31, 2023. The form is also available on-line at: <http://www.preventcrimeCrimePreventionSummit.com>