



**Florida Office of The Attorney General  
National Conference on Preventing Crime  
August 24 - 26, 2022  
Orlando, 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 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:**

The conference 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 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 candidate.

**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, a 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(s). In our experience, we have found it is best for speakers to provide their own handouts (200 copies should be sufficient). Please note, the OAG **will not** be responsible for producing or transporting workshop materials.

## **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 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:**

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, August 25, and Friday, August 26, 2022. If speaking during lunch, complimentary tickets will be provided.

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:**

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. The OAG **is not** responsible for making lodging or travel arrangements. Be sure to ask for the conference rate of \$139.00 (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 the OAG may record (audio/visual) your workshop. 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 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 you submit your "Speaker Presentation Request Form".

**SPEAKER PRESENTATION REQUEST FORM:**

To submit a workshop for consideration, please complete the attached "Speaker Presentation Request Form" no later than May 20, 2022. The form is also available on-line at: <http://www.preventcrimeconference.com>