

2019 Workshop Presenter FAQ

Q: I am presenting at the convention, do I still have to register?

Yes, all individuals planning to present **must** register. Workshop and lead poster presenters receive a special registration rate of \$500.00 (\$550 after May 10).

Q: I am only attending the convention to present my workshop, can I register for one day only?

No, we do not have a one day rate. All presenters must register and pay regardless if you are attending the entire convention or one day.

Q: I am presenting a workshop, but one or more of our workshop presenters have changed. Can I make a change in presenters?

Prior to March 15th, we will include the new presenter information in our program and continuing education applications. We will need a CV and disclosure form from all new presenters, as well as which workshop objectives they will address. Any changes submitted after March 15th will not be included in the printed Schedule at a Glance and may or may not be updated on the website and mobile app. Please contact us at convention@sbh4all.org for all items related to a change in presenters.

Q: When will I be notified if my abstract submission has been accepted?

Abstract submission notifications are scheduled to be emailed mid-January 2019. Notifications are sent to all authors on each submission. All submissions are sent notification emails, regardless of acceptance status. If you do not receive a notification email, please contact us at convention@sbh4all.org.

Q: Are presenters provided with laptops for use during workshop presentation?

Yes. Each workshop room is equipped with a windows based laptop, LCD projector, wireless internet connection, laptop audio output capability, a podium and a screen (16:9 ratio). Presenters are welcome to bring their own laptop. LCD projectors are installed with a universal VGA cable to accommodate both PC and Macintosh systems. If you are presenting using an Apple Macintosh computer, it is your responsibility to bring a video adaptor (we cannot guarantee that there will be one available). Specifically, the adapter that converts your computer's video output to VGA. It is

advisable to arrive early to your workshop session to check equipment before presentation in order to allow enough time for troubleshooting if necessary.

Please make sure to have your presentation on a jump drive. In addition, because of the idiosyncrasies of wireless internet, you should consider loading web pages onto a flash drive rather than pulling them up live. If your presentation has video or audio that requires an internet connection, try to obtain a copy of the segment that you can use on a computer without internet. If you have technical questions or other A/V needs not mentioned above, please contact convention@sbh4all.org.

Q: How do I find out when I am scheduled to present?

The convention website will have a complete listing of workshop sessions where you may find the date and time assigned for your presentation. The Schedule at a Glance is published in early June and will list your workshop presentation date, time, and room assignment.

Q: Will my presentation be evaluated?

Yes. Each workshop session will be evaluated online. We will provide a slide you should insert at the start and end of your presentation to encourage evaluations to be submitted by your session attendees. All session evaluations will be collected and tabulated in August. The results will be sent to presenters in the weeks following the close of the evaluation portal.

Q: Who would I ask if I needed technical help during my presentation?

Each workshop session will have a monitor. The workshop monitor will report technical issues to a member of the AV team.

Q: May I bring hand-outs for my presentation?

Presenters are required to make copies of their own handouts. We suggest you make at least 100 copies of each handout you plan to distribute. To help save costs, we will post your handouts along with your presentation on website prior to the convention if you submit PDF copies of each by June 7, 2019. Please send your PDFs to convention@sbh4all.org with workshop session in the subject line. NOTE: Save PowerPoints as a handout with four slides per page and convert to a PDF.

Q: How do I upload my presentation materials?

Providing your final presentation is essential to providing a quality conference experience for all attendees. If you did not submit your final presentation and handouts prior to June 7, please bring these files on a jump drive (labeled with the workshop title and session number) to the presenter registration desk.

Q: What size slides should I prepare?

Breakout rooms will have screens that are set up for 16:9 presentations, but either 4:3 or 16:9 can be accommodated. If you use 4:3, we recommend that you arrive to the workshop room in advance of your presentation to test. All presentations must include a disclosure statement as the first slide.

[Click here for disclosure statement instructions.](#)

[Click here for PowerPoint slide disclosure statement template.](#)

Q: I need to ship handouts/materials to the hotel for my presentation. Where should I send them?

Use the hotel address to ship handouts, posters or other materials. Add an address line with your name and arrival date. Contact the hotel directly for more specific information.

Crystal Gateway Marriott
Hold For: <Your Name> Arrival Date: <Insert Date>
1700 Jefferson Davis Hwy
Arlington, VA 22202

Q: Do you provide flip charts in the presentation rooms?

Yes. We have a limited amount that are available on a first come first serve basis. Please email convention@sbh4all.org by June 7.

Q: What should I do when I arrive for the convention?

If you pre-registered, check in at the **PRESENTER** registration desk and pick-up your name badge. We encourage you to come to early registration.

Q: Why must I complete a Conflict of Interest form?

Presenter Conflict of Interest Forms are a required component of the School-Based Health Alliance application for continuing education credits.

Q: Do you have guidance or advice on preparing my presentation?

Yes. Our goal is that workshops be the best ever – so interesting that participants will be on the edge of their seats while you present. To help towards this goal, here are some tips to make your session as engaging as possible:

- 1) For each learning objective, develop an interactive activity to help deliver the content or to help participants practice retaining the content – play a game like jeopardy, break into small groups for discussion/sharing back, practice a clinical skill, take a True/False quiz, or address case scenarios with a partner.
- 2) Keep slides brief. Too many words are distracting – you want them focused on your voice, not the words on the screen.
- 3) Move around the room as you present – it brings people along the journey with you.
- 4) When participants share examples or stories, incorporate that into your ongoing presentation when possible – it makes an extra connection to the audience.
- 5) Break up content with questions for the audience – the more they participate throughout, the more they will stay engaged.

Check out these websites for additional tips on developing interactive trainings and strong PowerPoint presentations:

[Training Design](#)

[Training Delivery - Training Methods](#)

[Tips for Making Effective PowerPoint Presentations](#)