



DRIVING PROGRESS:

FULL STEAM AHEAD

Missouri Community College Association
58th Annual Convention & Tradeshow

PRESENTER INFORMATION PACKET

2022 Presenters,

We are thrilled that you will be joining us at MCCA's 58th Annual Convention and Tradeshow November 29 - December 1, 2022, at St. Louis Union Station!

You have been called to play an important role in the learning experience of our attendees, and we are thankful that you are committed to and interested in helping us serve the needs of those attending.

Outside of your presentation, we hope you will stay for the entire convention and learn from others who also want to share their experiences and success. If you have any questions that are not addressed in this packet, please contact the MCCA team at admin@mccatoday.org.

Again, let us congratulate you on being selected to present in this year's program. We look forward to working with you. See you in St. Louis!

MISSOURI COMMUNITY COLLEGE ASSOCIATION

2420 HYDE PARK RD SUITE B | JEFFERSON CITY, MO 65109 | 573-634-8787



REGISTRATION

All presenters are strongly encouraged to register for the convention with a full access or single-day pass at mccaconvention.com by **November 7, 2022**.



HOTEL & TRAVEL ARRANGEMENTS

Presenters will need to arrange all of their travel plans to and from the convention. MCCA has worked closely with St. Louis Union Station Hotel to guarantee a competitive room rate. The special room rate will be available until **October 29, 2022**, or until the group block is sold-out, whichever comes first.

You may make hotel reservations through the MCCA Annual Convention website at mccaconvention.com.



PRESERVATION INFORMATION

To ensure your presentation goes smoothly, please review the following guidelines and tips. Laptops will be available onsite, but you may bring your own machine if you choose.

COMPUTER EQUIPMENT: All computers onsite will be PC's with Microsoft Office 365 on a Windows 10 operating system (OS).

PROJECTOR FORMAT: The format of the projectors in all conference rooms will be a 16:9 aspect ratio.

FILE FORMATS: We recommend all PowerPoint files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open. **Supported file formats include .ppt, .pptx, and .pdf.** Apple Keynote (.key) presentations **are not** supported.

VIDEO SUPPORT: Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions can be found [**here**](#). Please see [**this article**](#) for file formats supported within PowerPoint.

PRESENTATION HANDOUTS: The MCCA Convention Team **will not** provide copies of presentation handouts to participants. If you would like to provide handouts to participants in your session, please consider uploading them via the mobile event app by emailing them to the convention team at [**admin@mccatoday.org**](mailto:admin@mccatoday.org).

If you have a disability and require any accommodation to present, please contact the MCCA Convention Team at admin@mccatoday.com.



PRESENTER INSTRUCTIONS

To ensure your presentation goes smoothly, please review the following instructions.

PREPARING YOUR PRESENTATION

Breakout sessions are **45 minutes long** and will be held concurrently on Wednesday and Thursday. Presenters are required to use the **MCCA Annual Convention branded slides**, which have been provided to you via email. The slides are also available at mccaconvention.com.

Presenters must submit a copy of their presentations to MCCA at admin@mccatoday.org no later than Monday, November 7, 2022. Should adjustments need to be made, the convention team will contact you to request the appropriate changes. If your presentation is too large to submit via email, please contact the convention team to arrange an alternative submission method.

Presentations will be pre-loaded onto the designated laptops in your breakout room, but **please bring a copy on a flash drive just in case.**

ON THE DAY OF YOUR PRESENTATION

On the day of your presentation, please arrive at the meeting room **at least 10 minutes** before the start of your session and introduce yourself to the moderator. The moderator will introduce you to the audience, so be sure they know your name, job title, affiliation and presentation title.

It is important that all presenters stay on time. Moderators have been instructed to stop you from speaking if you go over the allotted time.

