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MISSOURI COMMUNITY COLLEGE ASSOCIATION | NOVEMBER 7-9, 2018

54TH ANNUAL CONVENTION AND TRADESHOW

PRESENTER INFORMATION PACKET

NOVEMBER 7–9, 2018
HILTON CONVENTION CENTER
BRANSON, MISSOURI

Dear 2018 Presenter,

It is with a great deal of pleasure that we inform you that you have been accepted to present at MCCA's 54th Annual Convention being held November 7-9, 2018 at the luxurious Hilton Branson Convention Center in Branson, Missouri. You are being called to play an important role in the learning experience of our attendees, and we are pleased 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 that also want to share their experiences and success.

If you have any questions that are not addressed, please contact the MCCA Convention Team at admin@mccatoday.org.

Again, let us congratulate you on being selected to present your program. We look forward to working with you.

See you in Branson!

Kalynn Ramsey
Director, Member Engagement and Professional Development
Missouri Community College Association

Here you will find some tips for preparing your presentation. Should you have questions regarding this packet, please contact the MCCA Convention Team at admin@mccatoday.org.

Note: The ⚙ icon indicates action required by you.

ANNUAL CONVENTION REGISTRATION

All presenters are strongly encouraged to register for the meeting with a full access pass or a single-day pass at mccaconvention.com by October 19, 2018. (Registration information will be available online by May 1, 2018.)

HOTEL REGISTRATION

⚙ **Make hotel reservations** directly with the Hilton Branson Convention Center by October 4, 2018 or reserve through the hotel link on the MCCA Annual Convention website at mccaconvention.com/hotel.

Hotel reservations will be accepted at the meeting rate until October 4, 2018 and are sold on a first-come, first-served basis. Once the room block is full, the meeting rate may not be available.

TRAVEL ARRANGEMENTS

You will need to arrange all your travel to and from the Annual Convention.

If you have a disability and need any accommodation to present at the Annual Convention, please contact the Convention Team at admin@mccatoday.org.

PRESENTATION INFORMATION

The following guidelines are provided to assist speakers and presenters. The guidelines will help ensure that little, if any, editing will be required once you arrive. By following these important tips, your presentation will go smoothly.

- **Computer Equipment:** All computers onsite will be PC's with Microsoft Office 2013 on a Windows 7 operating system (OS). Presentations should be in Microsoft PowerPoint (PPT), Windows-based environment. Macintosh users must export their presentation as a Microsoft PowerPoint file or saved as .pdf file.

- **Projector Format:** The standard format of the projectors in the conference rooms will be 4:3, but you may adjust if using widescreen 16:9.

- **File Formats:** To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open.

    - Supported: .ppt, .pptx, .pdf (Microsoft Office 2013 or an earlier version)

    - Not Supported: .key

- **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 are found here. Please see this article for file formats supported within PowerPoint.

- **Font Support:** We only supply fonts that are included with Office 2013. For a list, see this article. If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. Click here for an explanation of this process.

- **Language:** Presentation must be prepared in English.

- **Presentation Handouts:** The Convention Team will <u>not</u> provide copies of presenter handouts to participants. If you would like to provide handouts to participants in your session, please bring them with you or consider providing them via the mobile event app. Send your handouts to the Convention Team by email at admin@mccatoday.org.

    Note: This year's Annual Convention will feature a number of green initiatives in an effort to showcase sustainability and leave a positive impact for the host community.

PRESENTER INFORMATION AND INSTRUCTIONS

Most presenters choose to dress in business casual attire for their presentation.

Sessions are held concurrently on Thursday and Friday and are 50 minutes.

The meeting room is set combination crescent round and seminar.

⚙️ **Presenters are required to use the MCCA Annual Convention branded slides** as the opening and closing slides, available at mccaconvention.com/presenter-info.

⚙️ **Presenters are required to bring a copy of their presentation on a flash drive**.

⚙️ **Presenters must submit their presentation by October 1, 2018 to the Convention Team at admin@mccatoday.org.** The presentation will be reviewed to ensure the MCCA Annual Convention housekeeping slides are included. Once approved, the presentation will be loaded into the mobile event app and the MCCA Digital Repository. Should adjustments need to be made, the Convention Team staff will contact you and request the appropriate changes be made. If your presentation is too large to submit via email, please contact the Convention Team for information at admin@mccatoday.org.

On the day of...

⚙️ **Arrive at the meeting room at least 10 minutes before the start of your session and introduce yourself as a presenter to the moderator.** They will review the timing method with you. Be sure they know how to pronounce your name. The moderator will introduce you by your name, job title and affiliation, and the title of your presentation.

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.

Remember that presentations are tweetable and shareable by default. You may ask that specific details not be shared and can opt out by informing the audience of your preference. (You can review the MCCA Annual Convention Social Media Guidelines at mccaconvention.com/shareables.)

PRESENTATION TIPS

- Introduce your topic and inform your audience what you intend to speak about.

- Deliver your talk, including the methods, results and conclusions.

- Summarize for your audience the most important points of your lecture.

- Carefully note the allotted time for your presentation.

- Select your vocabulary to address as wide an audience as possible and avoid unfamiliar abbreviations or expressions.

- You should expect to hold a 5-10 minute question and answer period at the end of your presentation, allowing attendees to ask you their questions.

PROMOTE YOUR PRESENTATION

To help you promote your presence at the MCCA Annual Convention, please use the hashtag **#MCCA18** when posting on LinkedIn, Twitter, Instagram, and Facebook. You can also find shareable social graphics at mccaconvention.com/shareables.

Sample social posts:

- I'm speaking at @MCCATweet's 54th Annual Convention! Learn more: mccaconvention.com

- Join me this November at #MCCA18 to hear my session _____!

- Heading to Branson for #MCCA18 to present _____!

- Very excited to be speaking at the Missouri Community College's 54th Annual Convention on November at the Hilton Branson Convention Center!

- I'm very excited to be presenting at the MCCA Annual Convention and looking forward to seeing all of you there!