



- Building the Future

MISA Ontario 2012 Annual Conference Speaker Guidelines and Checklist

Conference Theme

- The MISA Ontario 2012 Annual Conference Theme is TransITion – building for the future

Presentation Types

- Stream Topic:** 45 minutes (depending on schedule); preference will be given to those that include a municipal partner, should include audience participation; anticipated audience between 30-100
- Workshop Topic:** flexible duration; may be with respect to software or other area of interest to MISA membership; direct audience engagement; anticipated audience between 30-100, non-vendor led.

Presentation Materials

- Will be pre-loaded in the appropriate sequence on the Conference laptop at the Conference facility.
- Must be in Microsoft PowerPoint
- Must be received by **March 30, 2012** (email to misa2012@hamilton.ca) **Subject : Presentation Materials**
- Where a presentation is being provided by a sponsoring organization, use of their logo in presentation materials is permitted
- May be included on a Conference CD-ROM provided to all delegates as a part of their Conference Kit at check-in

Content Guidelines

- Presentations; content should be of informational value to the target audience – municipal professionals.
- Presentation should be done with a municipal partner where the products or services have been implemented or are in progress of being implemented
- Presentation should ensure the municipal partner is present and delivers a major component on the presentation
- Presentations should not be product/service specific, although content may make reference to particular products or services in support of the main objective of the presentation.
- Please allow time at the end of your presentation for a brief Question & Answer session.

Audio-Visual Equipment

- NO LAPTOPS ARE REQUIRED**
- Kindly bring a copy (back-up) of your presentation on a USB stick.
- Presentations will be pre-loaded on a laptop at the Conference facility.
- The laptop will be connected to an LCD projector and/or screens for appropriate display.
- A podium with microphone and laser pointer/slide advancer will be available for speakers.
- If you have additional A-V requirements, please provide this information on the Presentation Information Form (see above).

Checklist and Key Dates

<input type="checkbox"/>	February 10, 2012	Presentation Application Form Due
<input type="checkbox"/>	March 30, 2012	Electronic Copy of Presentations Due
<input type="checkbox"/>	May 27 – 30, 2012	MISA Ontario 2012 Annual Conference

Speakers' Arrival

Speakers will be greeted at the Hamilton Convention Centre in the "Speakers Room" which is the **Wentworth Lounge**. There will be directional signs to assist you to find the room (as well as Conference volunteers!) **Speakers should arrive a minimum of 45 minutes before their presentation time.**



- Building the Future

MISA Ontario 2012 Annual Conference Speaker Application Form

Please complete this form and return it by February 10, 2012 and send it via email to:

Email: misa2012@hamilton.ca

Subject : 2012 MISA Annual Conference - Speaker".

Any questions please direct them via email to misa2012@hamilton.ca or phone: (905 546-3637.)

First Name:	Last Name:
Title:	
Organization:	
Presentation Title: (this is the title which is included in the draft Program available on the MISA website and will be used in all Conference materials)	Presentation Stream: <input type="checkbox"/> Business <input type="checkbox"/> Management <input type="checkbox"/> Technical <input type="checkbox"/> Workshop
Presentation Description (be brief no more than 500 words):	
Speaker Bio (brief:) – for inclusion in the Conference web-site and program):	
Co Presenter (preference is that vendor speakers partner with a speaker from a municipality)	
In addition to the LCD projector, laptop, lectern with microphone, lavalier microphone, laser pointer/slide advancer (all provided), I will also require the following additional equipment for my presentation: <input type="checkbox"/> audio for PowerPoint presentation <input type="checkbox"/> handheld cordless microphone <input type="checkbox"/> DVD player <input type="checkbox"/> headset <input type="checkbox"/> CD player <input type="checkbox"/> Internet access	
Additional or Special Requirements:	

Presentation Release: As a presenter for _____:

Should a CD-ROM be produced, I agree my presentation may be included on the Conference CD-ROM.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree that my presentation may be posted on the Conference web-site (www.misa.on.ca). (member access only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am willing to do media interviews regarding my presentation at the Conference.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional or Special Requirements:		