



- 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](mailto: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.**



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## 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](mailto:misa2012@hamilton.ca)

Subject : 2012 MISA Annual Conference - Speaker".

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

<b>First Name:</b>	<b>Last Name:</b>
<b>Title:</b>	
<b>Organization:</b>	
<b>Presentation Title:</b> (this is the title which is included in the draft Program available on the MISA website and will be used in all Conference materials)	<b>Presentation Stream:</b> <input type="checkbox"/> Business <input type="checkbox"/> Management <input type="checkbox"/> Technical <input type="checkbox"/> Workshop
<b>Presentation Description (be brief no more than 500 words):</b>	
<b>Speaker Bio (brief:) – for inclusion in the Conference web-site and program):</b>	
<b>Co Presenter ( preference is that vendor speakers partner with a speaker from a municipality)</b>	
<b>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:</b> <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	
<b>Additional or Special Requirements:</b>	

**Presentation Release:** As a presenter for \_\_\_\_\_:

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