



# Speaker Manual

## Registration Information

All Speakers are welcome to attend other education sessions at the conference. You will receive complimentary registration on the day that you are presenting. A Speaker Registration form will follow in April. Speakers will be asked to **complete this form no later than April 27, 2018**.

## Host Hotel

LeadingAge Indiana can make your hotel reservation but you must indicate this on your [Speaker Form](#) (**which must be received by February 9, 2018**). If you prefer to make hotel reservations at the [Conrad Indianapolis](#) call (800) CONRADS. Rate of \$169 + tax and incidentals. All reservations must be made by April 13, 2018. Please mention the LeadingAge Indiana block when booking your reservation. Please reserve early, last year we sold out!

## Reimbursement

As a general rule, LeadingAge Indiana does not pay for breakout session speakers. Any travel related expenses must be submitted within 90 days of the completion of your program. After that date, we reserve the right to withhold payment. LeadingAge Indiana does not pay per diem or other costs for speakers. In addition, speakers are responsible for all expenses incurred in the development and implementation of their sessions, including the reproduction, shipment and delivery of handouts if they are not provided electronically to LeadingAge Indiana by the deadline.

## Handouts

Attendees find handouts a valuable part of the presentation. Begin planning your handouts as you begin preparations for your session. Speaker guidelines and material submissions are included within this manual. LeadingAge Indiana will be providing all handouts for the conference electronically via our website. In order to ensure that we have the handouts in time to post them for all attendees to access, we have imposed a **strict deadline of April 20, 2018**. All speakers are required to submit handouts for their presentation.

## Room Set-Up

Education session rooms will be set with a head table and materials table in the rear of the room. Rooms will be set to maximum capacity, in most instances that will be standard classroom style. If you are using a laptop, please bring your laptop to the session with the presentation already loaded. **LeadingAge Indiana does not provide laptop computers or wireless devices**. Be sure to arrive at your session room 15 minutes before the presentation, if possible, to allow for set-up time.

## Audiovisual Requests

Audiovisual equipment can only be provided if requested in advance of the meeting on your [Speaker Information Form](#). Onsite requests will not be accommodated. **LeadingAge Indiana does not provide computer equipment**. LeadingAge Indiana reserves the right to modify requests based on the nature of the program, equipment availability and budget considerations. The convention center will have a/v set-up

to your submitted specifications, but we like to have the presenters arrive early in case any adjustments need to be made.

## **Speaker introductions**

LeadingAge Indiana will have a limited number of volunteers and sponsors available to introduce speakers. Please be sure to include a short biography with your handout submission if you have not already done so.

## **Suggestions to Make Your Presentation More Effective**

Your audience will represent the continuum of long-term care facilities of all sizes and unique resident populations. You will need to help your audience transfer what has worked in one situation to how that idea can have broad application to other organizations and situations. Share with the participants the rationale that went into your decision; do not just report on what your organization did, but why. Please remember that given the educational expectations of our attendees, this is not a platform to sell or promote specific products or services.

## **Coordination with Co-Speaker**

If presenting this seminar with a co-speaker, please make sure to coordinate presentations to ensure compatibility, avoid inconsistency, and deliver the presentation as advertised to the seminar attendees. Where possible, co-speakers should strive for consistency in the formatting of materials and/or jointly prepare written and presentation materials.

## **Speaker Cancellation**

Should you not be able to fulfill your speaking obligation, please notify Emilie Perkins (317-733-2380, email: [eperkins@LeadingAgeIndiana.org](mailto:eperkins@LeadingAgeIndiana.org)) immediately. It is acceptable to identify a confirmed replacement speaker if you have a colleague that can fill in for you. However, we do ask that you notify other speakers, if any, of the speaker change or cancellation or replacement.

## **Professional Responsibility**

Occasionally, an unethical or questionable practice may be mentioned without clearly stating the applicable ethical guidelines or considerations. If the ethical context of the practice being described is not clarified, some in the audience may assume that you (or LeadingAge Indiana) approve the practice. To avoid any possible misinterpretation of such remarks, please remind attendees of their ethical responsibilities.

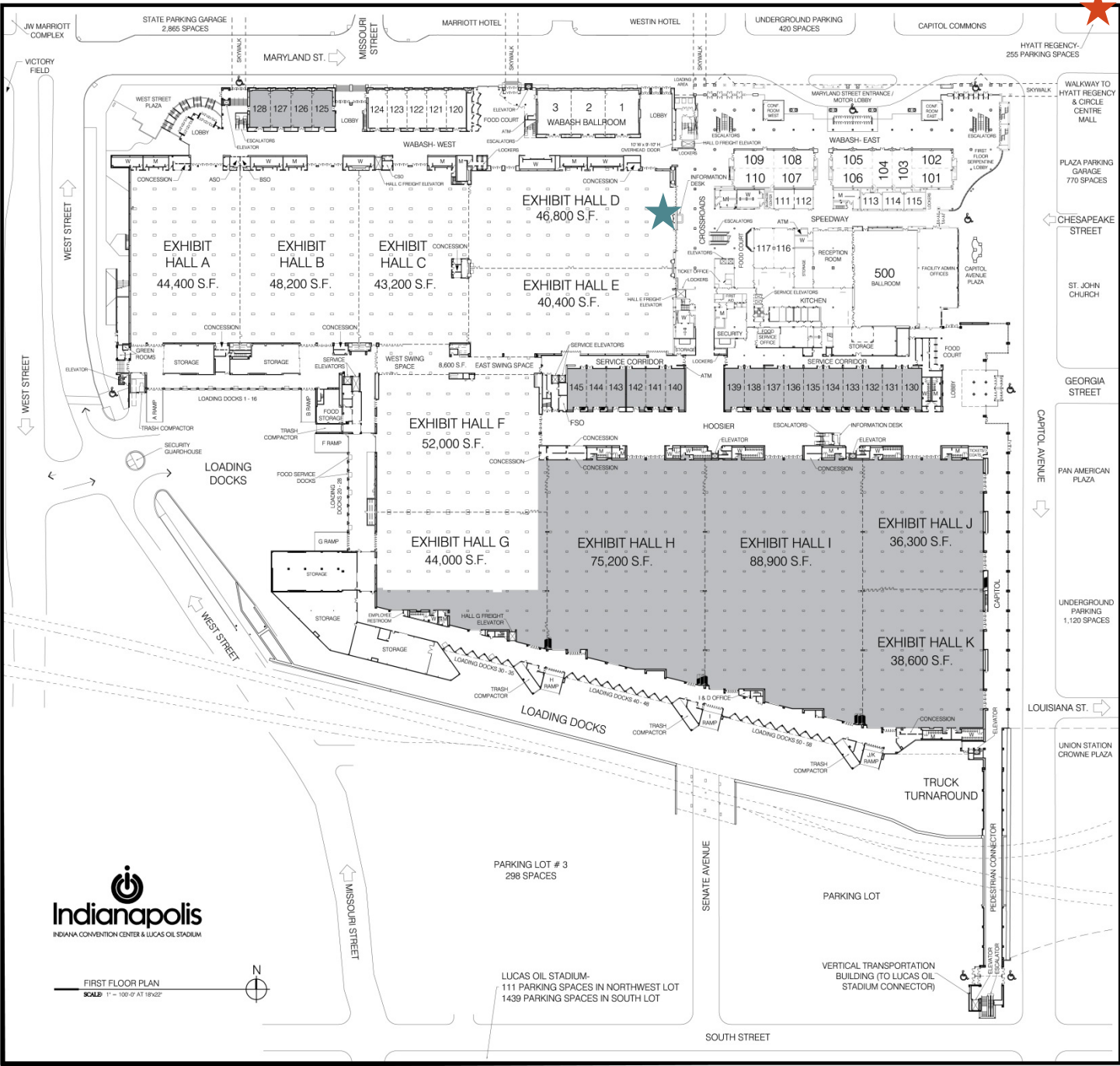
## **Nondiscriminatory Language and Behavior**

When preparing both oral presentations and written materials, speakers are expected to be sensitive to the concerns of all members of the audience in their use of language, hypothetical examples and anecdotes. For example, routinely assuming that lawyers and judges are male and secretaries and legal assistants are female, or portraying any gender or minority group in an unfavorable light, is simply inappropriate. Please avoid offensive, racist or sexist remarks. Please use inclusive language wherever possible. Please scrutinize both written materials and oral remarks carefully for stereotypes that might offend individuals in the audience.

## **‘Selling’ Products or Services from the Podium**

Presentations focused so specifically on one product or service that they become commercials should be avoided. Such “selling from the podium” is unacceptable. Consultants should always disclose any interests, financial or otherwise, they may have in the products they are recommending or are comparing with others in a program or a speech. As a result of their special situation, consultants and vendors should always identify themselves as such, indicating their interests in any product or service.

# Indiana Convention Center Map



★ **The Conrad:** Host Hotel    ★ **Hall D:** LeadingAge Indiana Spring Conference Registration