



## 2017 SPEAKER GUIDE

Employment, Training, Benefits & Wellness Conference

**May 16, 2017** • Columbia, Missouri  
Stoney Creek Hotel & Conference Center

On behalf of the Missouri Employment Conference, thank you for agreeing to speak at the 2017 MEC Spring Conference. Please review the information below. If you have additional questions not addressed on this page, please contact Nan Boland at 515-331-9020 or [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

### IMPORTANT DUE DATES

Bio / Photo	December 28, 2016
Presentation Description	December 28, 2016
Presentation	April 1, 2017

Please submit all materials to Nan Boland at [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

### Conference Registration

1. As a speaker you are welcome to attend other sessions as well as your own.
2. Please check in at the registration table 30 minutes prior to your speaking time. You will receive a name badge and directions on where your session is located.

### Speaker Bio / Photo

1. Please submit your bio in Microsoft Word format, between 100-200 words.
2. Please submit the best quality portrait available. Preferred image requirements are: 300 dpi, minimum size 1" x 1.5", JPEG format. Please note: Photos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

### Speaker Presentations

1. Speakers must provide a presentation title and description including 3-4 bullet points of what attendees will learn. (Up to 100 words.)
2. Presentations must be 75 minutes in length. (60 minutes for the presentation, 15 minutes for Q&A) in order for the attendees to receive continuing education credits.
3. Speakers must provide their presentation to MEC electronically and agree to posting as PDF handouts to the secure and password protected, MEC website. We will post all handouts online (password protected) in advance of the conference for attendees to download and print. Please name your file(s) with the title of your presentation.
4. If your presentation will include a video, download the video and store it to your laptop. Then embed it into your PowerPoint presentation. Don't plan on using the internet at PM as it's open and will likely fail or not stream well.
5. Be sure to bring an electronic backup of all handouts, materials, and PowerPoint presentations on flash drive to the conference.
6. Speakers shall NOT present a session that is designed to sell or promote their business or product.

### Audiovisual Information

1. A computer, projector, screen, lectern and microphone are provided in each room. There is also Internet connectivity.
2. If you require additional audiovisual equipment, please indicate it on your Speaker Registration Form.
3. There will be audiovisual assistance throughout the conference.

### Hotel/Travel Information

1. You are responsible for your own hotel reservations and travel expenses.