Presenters’ Guidelines

22nd Annual Research Conference–A System of Care for Children’s Mental Health: Expanding the Research Base

We are pleased that you will be presenting your work at the 22nd Annual Research Conference! At this time, we would like to share some logistical information that we believe will enhance your conference experience. Please review the items below, and feel free to contact the Center should you need additional information or clarification.

Before you arrive

- Complete and Return Your AV Request Form ASAP—To ensure that audio/visual support is available and in place for all presentations, it is critical that we know your plans (see AV Request Form at http://rtckids.fmhi.usf.edu/rcconference/presenters).
- Secure your lodging—The Marriott Waterside will fill up early; probably in January. If you plan to stay at the conference site, we recommend you register at the Marriott as soon as possible. To secure your lodging online at the conference rates, please use group code USFUSFA at http://www.tampawaterside.com.
- Register for the Conference—Acceptance of your proposal does not automatically register you as a conference participant, and we do expect presenters to register. We do extend a $200 discount to presenters who register prior to February 14, 2009. Please register on-line at http://rtckids.fmhi.usf.edu

Upon arrival

- Check in—Upon arrival at the conference site, check in at the Presenter Welcome Station ASAP. At this time, you will confirm the time and location of your session, and address any questions or changes. If you will be using a computer generated slide show (e.g., PowerPoint), it is important that you check in with us on-site early so that we may preload your file(s) in the presentation rooms. (See AV guidelines and request form.)
- Get to know the territory—Familiarize yourself with the conference space, including the room you will be presenting in, and any equipment you will be using.
- Meet your moderator—There will be a moderator and a session host for each session. Arrive early to your session to introduce yourself to the moderator and arrange for introductions, handouts or visual aids.

Preparing your presentation

- Focus on Your Findings—We find that the most successful presentations cover new ground; focus on recent research findings; provide clear descriptions of methodology, and succinctly discuss the work’s contributions to the well-being of children, families, and communities.
- Prepare Your Handouts—Bring enough handouts—Each year participants tell us they were disappointed that some presenters didn’t bring enough copies of their handouts. Prepare at least 75 copies of all handouts for your session before arriving at the conference. If a complex table or graphic is necessary to convey your information, consider providing a handout.
- Create visual aids that help—Make sure that text on your slideshow is large enough to read easily from the back of the room. Each of your slides should contain just a few concise items in large type—at least 18 points. Remember that visual aids with lots of text may draw attention away from your presentation, and that visual aids with too many textless items in large type may be too distracting. Each of your slides should contain just a few concise items in large type—at least 18 points. Each of your slides should contain just a few concise items in large type—at least 18 points. Each of your slides should contain just a few concise items in large type—at least 18 points.
- Have a Game Plan—The research conference agenda is a tight one and it is critical that presentations do not exceed the allotted time. If your presentation features more than one speaker, make sure to agree ahead of time how many minutes each of you will need, and work out a timekeeping strategy. Good planning prior to the event will mean fewer demands on your time on-site.
- Make Topical Discussions Participatory—If you will be involved in a Topical Discussion session, focus on encouraging discussion on your topic. Ideally, these less formal sessions give participants the opportunity to experience a range of perspectives.

Attention Poster Presenters

- Preparing your display—During the poster session you can expect that at least 200 people will attend and many will ask you questions and request information. Your display should include the title of your presentation, in large letters (e.g., 1 inch tall or 72 point). The display should also include your name and affiliation, and abstract of your topic, your data or information (including charts, tables and graphs), and a summary or conclusion.
- The materials we provide—Posters will be displayed on black presentation boards and a table will be provided for handouts. The boards measure 48 inches tall x 72 inches wide (i.e., 4 x 6 feet) and will be secured on easels. Thumb tacks will be provided for you to attach your display to the board. You will have at least a half-hour before the poster session to set up your display.

Questions?

Registration & General Information
Marty Kledzik at (813) 974-4661

About the Presentations
Catherine Newman
(813) 974-8429
e-mail: cnewman@fmhi.usf.edu
Cindy Liberton
(813) 340-2719
e-mail: cliberton@fmhi.usf.edu

Check the conference web site often for agenda updates and speaker information • rtckids.fmhi.usf.edu

The Research and Training Center for Children’s Mental Health • Louis de la Parte Florida Mental Health Institute • University of South Florida
13301 Bruce B. Downs Blvd. Tampa FL 33612 • Tel (813) 974-4661 • Fax (813) 974-5732

Events, activities, programs, and facilities of the University of South Florida are available to all without regard to race, color, marital status, sex, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law and in accordance with the University’s respect for personal dignity.