



## MICHIGAN FAMILY SUPPORT COUNCIL Conference Guide for Speakers

Thank you for agreeing to serve as a speaker or panelist for the 2010 Michigan Family Support Council (MFSC) Fall Training Conference. This document contains the following information:

- ✓ Conference Essentials (dates, location, etc.)
- ✓ Required Materials and Due Dates
  - Speaker Biography – due **July 25, 2010** \*
  - Speaker Contract – due **July 25, 2010** \*
  - Workshop Description – due **July 25, 2010** \*
  - Presentation Outline - due **July 25, 2010** \*
  - Audiovisual Needs – due no later than **August 9, 2010** \*
  - Conference Registration – due **October 1, 2010**
  - Participant Handout (soft copy)– due **October 1, 2010** \*
  - Participant Handouts (75 hard copy) – bring to conference
- ✓ Requirements for conference handouts
- ✓ Forms that need completion
  - Hotel Registration (optional)
- ✓ Strategies for a successful presentation
- ✓ Related links
  - [Michigan Family Support Council website](#)
  - [Information about becoming a Conference Sponsor](#)

If you have any questions about these materials, due dates or for additional information, please contact any of the following individuals: (**\* items should be returned to Lisa Robinson by the due date indicated**)

### MFSC President &

Program Chairperson: Pam Sala  
248-858-0422  
[salap@oakgov.com](mailto:salap@oakgov.com)

### Conference Notebook:

Lisa Robinson  
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Visit the Michigan Family Support Council Website at [www.mifsc.org](http://www.mifsc.org)

## CONFERENCE ESSENTIALS

### **What is the Michigan Family Support Council (MFSC)?**

Established in 1982, the Council is composed of Michigan child support workers from the Office of Child Support (OCS), the Prosecuting Attorney offices (PA), and the Friends of the Court (FOC). Each year we host a statewide child support training conference with practical information for front line workers, administrators, decision-makers, attorneys, and private sector partners.

**Mission Statement:** The Michigan Family Support Council will support, protect, and promote the rights of minor children by providing information and services to those officials responsible for the investigation and recommendation of custody, parenting time, and the establishment and collection of child support.

### **What is the date of this year's conference?**

The opening ceremonies begin on Wednesday, October 6, 2010 at 12:30PM and the conference concludes at noon on Friday, October 8, 2010.

Registration begins 8:30AM, on Wednesday, October 6, 2010.

A speaker ready room will be available to make preparations and pick up miscellaneous supplies.

### **Conference Location:**

Boyne Highland Resort  
600 Highlands Drive  
Harbor Springs, Michigan 49740  
1-800-462-6963

### **Do I need to register for the conference?**

If you plan to attend any additional conference sessions, please register as an attendee. Online reservations forms are available at [www.mifsc.org](http://www.mifsc.org).

### **Do I need to make my own hotel reservations?**

If you plan to stay overnight, please make your own room reservations. You may want to make your reservation early as rooms usually sell out at the resort. Boyne Highlands packages quoted are per person per day, and they include lodging and three meals. The package begins with lunch on the day of arrival and ends with breakfast on the day of departure. Online reservations forms are available at [www.mifsc.org](http://www.mifsc.org), select Conferences > Hotel and Travel.

## HANDOUTS

Attendees come to MFSC conferences with high expectations. Aside from excellent presentations, they expect complete, practical course materials to share with their co-workers back home.

### **Are handouts required?**

**Yes.** The conference planners request that each workshop have handouts that are complete, accurate, and well organized. One or two page outlines that only list discussion topics DO NOT meet this requirement. We count on you to do a thorough job.

### **What should conference materials include?**

Information should be thorough, well organized, accurate, and useful. Narrative outlines or papers may be from 5 – 10 pages in length. Please do not submit an outline more than ten pages without first discussing it with your Tract Chair. Think of the material as a reference tool. Since attendees are busy once they return to the office grind, materials should concisely present the topic. Where appropriate flow charts, sample forms, a list of references and case citations are helpful. **Do not include any confidential information from case files in your handouts.** This includes names, SSN, birth dates, tax information, as well as any other information that appears personal in nature.

### **Must the conference materials be originals, prepared specifically for this conference?**

No. If you have previously written on your session's topic and the information is current, you may hand out the previously prepared paper. Where essential to your presentation, you may also use material written by someone else; however, IT IS YOUR RESPONSIBILITY TO OBTAIN WRITTEN PERMISSION TO REPRODUCE COPYRIGHTED MATERIALS. You must provide the Program Chair with the copyright release, attached for your convenience.

### **How many handouts should I bring?**

Unless otherwise advised by your track chair, please bring **75** handouts per session. If there are extra handouts at the end of your workshop, please take them to the Resource Table so other conference attendees can take them home for review. We also request you provide a soft copy of the any handouts so they may be posted to our web site for use by those that are unable to attend the conference.

## GUIDELINES FOR YOUR PRESENTATION

Although you may be an experienced public speaker, please take a few minutes to review the following material. It will help you to understand the needs of the audience. Attendees at MFSC conferences are experienced professionals in their fields, and include lawyers, supervisors, caseworkers, and vendors. A speaker ready room will be available to make preparations and pick up miscellaneous supplies.

### **Understand adult education principles.**

- Adults learn only what they feel they need to learn. Attendees want specific solutions to the problem they face. If you can anticipate and help solve their problems, you will keep their attention.
- Adults learn by doing. Adults have a limited tolerance for straight lectures. If you can involve attendees through an interactive discussion or case scenario, they will retain the information longer.
- Adult learning centers on realistic problems. Attendees want to see how each point made in your presentation or case study relates to a real problem or issue in the world in which they work.
- Adults learn best in an informal environment. Participants need to feel comfortable in the session, including a sense that it is all right to ask questions. The moderator should inform attendees during the session's opening whether speakers will entertain questions during their presentations, or whether there will be time at the end for questions.
- Adults respond to a variety of teaching methods. Review your remarks to see if they would be enhanced by an effective overhead, a case exercise or brief videotape.

Tell the audience how your course materials relate to your presentations. If you are following an outline in your course material, please periodically let attendees know where you are in the outline, and refer to specific pages. If you are not following the outline in your handouts, please tell your audience during the introduction.

**Stick to the schedule.** Practice timing your presentation. Attendees always criticize speakers who have exceeded their allotted time so that there is insufficient time for the other speakers or inadequate time for audience questions.

Please be sure not to read your presentation from the overhead or PowerPoint!

## SPEAKER BIOGRAPHY & WORKSHOP DESCRIPTION

Please provide us with a **one-paragraph** biographical sketch. Include your present position and responsibilities, significant prior employment, noteworthy accomplishments or publications, significant memberships, institutions attended and degrees awarded.

Please return by **July 25, 2010**.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Business / Office Address:

City, State, ZIP

Phone Number: \_\_\_\_\_

Email Address:

**Workshop Title:** this will be the title that appears in the conference brochure

\_\_\_\_\_

### **Workshop Description:**

Please provide us a brief description of the workshop. It should be two or three sentences at most.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who else will be speaking with you? Panel Participants, etc. \_\_\_\_\_

\_\_\_\_\_

Biographical Information (for introduction purposes)

## **Audio/Visual Needs**

**In an effort to reduce costs we encourage you to bring your own equipment whenever possible but please ensure its condition and your familiarity of personally supplied equipment. A/V technicians are onsite for support if needed.**

If you require specific equipment that you are unable to supply, please let us know your specific A/V needs so we may attempt to accommodate your request.

**If you will need internet access you must arrange for and pay for the access yourself. MFSC will not cover the cost of this for you. If your presentation will rely on an application such as MiCSES or CIMS, you will need to bring secure ID to access those data bases.**

If you are speaking as part of a panel or larger group, please appoint a coordinator to submit the needs for the group. If you are not the coordinator, please fill out this form and identify the coordinator for your session.

Please return this form by **August 9, 2010**.

Your  
Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Workshop Title:  
\_\_\_\_\_

Date/Time of Workshop:  
\_\_\_\_\_

Session Coordinator Name:  
\_\_\_\_\_

Audio/Visual order forms listed on following pages.

Thank you for your help!

## **Audio/Visual Request Checklist**

Please place a check mark next to the specific pieces of A/V equipment you are requesting from the MFSC and list the quantity below.

**Microphones** – There are several different styles to choose from so please look them over carefully. Keep in mind that some may be shared if there is more than one speaker. If requesting multiple microphones please realize that this will also require a sound mixer for the additional microphone inputs. All rooms except Champions East and West require audio speakers when microphone is in use. Also, if you are speaking in the following rooms you will not need a microphone due to their smaller size: Main Lodge Basement Rooms C, D, E; Pleasantview; and Sarazen. MFSC will provide microphones based on room needs.

**Internet Connection** - Wireless connection is available at Boyne. You will need to make sure your laptop has the appropriate programs loaded to access the internet.

### **Microphone Types:**

#### **Wireless:**



Hand Held  
Qty: \_\_\_\_\_



Lavalier (clips to lapel)  
Qty: \_\_\_\_\_

#### **Wired Microphones:**



Hand Held  
Qty: \_\_\_\_\_

**Audio/Visual Request Checklist**

**Projectors:**



**TX700**



Brilliant Versatile Performer

DLP Projector  
Qty: \_\_\_\_\_



Overhead Projector  
Qty: \_\_\_\_\_

**TV Monitors:**



TV Monitor  
Qty: \_\_\_\_\_

**DVD Players**



DVD Player  
Qty: \_\_\_\_\_

**VCR Players**



VCR Player  
Qty: \_\_\_\_\_

Qty: \_\_\_\_\_

**Miscellaneous:**

- Flip Charts & Markers – Qty: \_\_\_\_\_
- Extension Cords/Electric Outlets
- Tables - Qty: \_\_\_\_\_
- Large Video Screen - Qty: \_\_\_\_\_
- Other (Please List Type & Qty) -
- Easels – Qty: \_\_\_\_\_

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## SPEAKER CONTRACT

### **Presenter's Responsibilities**

The Presenter agrees to give a workshop presentation during the Michigan Family Support Council Annual Fall Training Conference between the dates of October 6 – 8 2010.

Presenter agrees to provide the following materials by dates specified:

- ✓ Speaker biography and workshop description - July 25, 2010
- ✓ Audio/Visual Equipment Request Form - August 9, 2010
- ✓ Signed Speaker Contract - July 25, 2010

### **SPEAKER RELEASE**

**I authorize MFSC to record, copy and transcribe my presentation to the conference, including oral, written and visual materials, and to compile my presentation with other presentations as part of the conference educational materials.**

**I further authorize MFSC to distribute or sell my presentation, through written or electronic media, to individual conference participants and post conference, to interested non-participants, and for no other purposes.**

This release applies only to my presentation and materials delivered at this MFSC conference and in no way limits my own use of my own materials. Any copyright of my presentation and materials shall continue to be my property or that of my company. My presentation will not infringe any copyright or include any material that is libelous, scandalous, or an invasion of privacy.

Please be advised that MFSC reserves the right to use your name, photography, and presentation title in marketing material promoting the conference.

Presenters Name \_\_\_\_\_

Company Name \_\_\_\_\_

Presentation Title \_\_\_\_\_