

# Additional Presentation Submission Information

## **When preparing your workshop, please keep the following in mind:**

- Workshops are 75 minutes in length.
- We recommend workshops be limited to two (2) presenters. However, panel presentations may be an exception.
- Whenever possible, engage the attendees by using visual aids, providing real life examples and/or vignettes in your presentation or research supporting your presentation.
- Allow time for questions and answers/open discussion and completing evaluations.

## **Handouts:**

You are required to provide a hard copy of the written materials for each attendee in your workshop. One month prior to the conference, you will be provided with the number of people registered for your workshop so you will know how many handouts to bring. We encourage you to make your handouts available on the Children's Network website. Information and deadlines will be provided as the conference gets closer.

## **Presenter's Compensation:**

- Workshop presenters will be compensated with free registration for their own attendance at the conference (limited to **TWO** presenters per workshop). Additional presenters will be required to pay full registration fees.
- If you travel more than 90 miles to and from the Convention Center, hotel accommodations may be provided, with a two week advance notice.

## **Exhibitor/Resource Tables:**

The Children's Network Conference provides a great opportunity for exhibitors to reach our diverse audience. Resource tables provide the means to showcase the services your organization provides. Due to the overwhelming response in years past and limited space, resource tables are on a "first come first serve" basis. For exhibitor table costs, please visit our website at <http://hs.sbcounty.gov/CN> or call (909) 383-9659.