Selected Sessions: Submitter and Presenter Information

The Odyssey conference committee has put together information about session material accessibility, meeting room set-up, audiovisual resources, registration details and more to help session submitters and presenters prepare for their session. Select a link to read more on each topic.

A. Responsibilities
B. Accessibility guidelines
C. Meeting rooms
D. Presentation materials
E. Registration
F. Session types

A. Responsibilities

Proposal submitter

- Serves as primary contact for the session
- Share all information received from the conference committee with all presenters
- Confirm all presenter information (names and titles) via session confirmation form by Monday, April 29, 2019
- Submit an electronic copy of session materials by 4 p.m. on July 2, 2019

Presenters

- Register for the conference
- Arrange for and cover the cost of:
  - All travel expenses
  - Hotel reservations
  - Meals
  - Other associated costs
- Create and distribute hard copies of any materials at the conference
  - The conference will not provide any hard copies of session materials to attendees
Age & Disabilities Odyssey Conference
Selected Sessions: Submitter and Presenter information

Conference organizers
- ONLY materials submitted by Minnesota Department of Human Services and Minnesota Board on Aging staff will be posted online
- Reserve the right to edit all materials

B. Accessibility guidelines

We strive to make the Age & Disabilities Odyssey as accessible as possible for all attendees. Regardless of presentation format, we expect all presenters to **carefully read** and **follow** the “W3Cs Web Accessibility Initiative: How to Make Presentations Accessible to All” to ensure everyone is able to benefit from and participate fully in the session. See below for basic guidelines to follow.

Visual aids
- Avoid Flash graphics and sudden noises when using audio.
- Caption all videos and turn captions on.
- Limit slides to minimal information per page (use 48pt. type for headers, 32 pt. type for bullets).
- Provide audio description or a transcript that provides a description of visual content in videos.
- Display written directions during activities.
- Use visual timers during activities to help facilitate transitions.

Speaking
- Read aloud any written directions for activities.
- Always use a microphone when provided, even if you have a loud speaking voice.
- Respect participants’ personal space and avoid physical contact.
- Repeat the questions and comments so all can hear.
- Warn your audience about any potentially disturbing images or information.
- Use inclusive language:
  - Person-first language to describe individuals with disabilities.
  - Gender neutral pronouns when addressing a group of people.
- When interpreters are being used:
  - Address the individual using the interpreter; not the interpreter.
  - Do not walk as you are speaking.
  - Designate a space for the interpreter to sit or stand.
  - Speak at a pace that allows the interpreter to translate accurately.
  - Pause to give interpreters time to translate large amounts of information.
Age & Disabilities Odyssey Conference
Selected Sessions: Submitter and Presenter information

C. Meeting rooms

Audiovisual Equipment

Standard

The conference will provide the following audiovisual equipment for all workshop and nugget sessions:

- One (1) computer*
- One (1) LCD projector
- One (1) screen
- One (1) podium microphone
- Workshop sessions only - two (2) additional corded table top microphones
- Limited wireless internet
  - Do not plan to use the internet during your presentation

*Presenters may not use their own computer without prior approval from the conference committee. Requests can be submitted using the session confirmation form.

Requests

Complete the audiovisual needs section of the session confirmation form if your presentation will include any of the following:

- Video
- Audio
- Use of non-standard equipment
- Live demonstration of a website or other system

Accommodations

If you require an audiovisual accommodation due to a disability, please indicate this in the audiovisual needs section of the session confirmation form.

Configuration

The room set up will be the same for all sessions. Do not rearrange the tables or chairs within the room. Do not post any materials on the wall. Easels may be requested using the session confirmation form but are subject to limited availability.

Workshop sessions:

- Theatre seating (rows of chairs)
Selected Sessions: Submitter and Presenter Information

- Table and podium for presenters

**Nugget sessions:**

- Tents in the conference exhibit halls
- Seating for up to 25
- Podium for presenters

**D. Presentation Materials**

**PowerPoint presentation**

1) Name your PowerPoint with the following:
   - DECC Room name
   - Day (WED or THUR)
   - Time of presentation
   - Your last name
   - A brief title

   **Example:** French_River-WED-230-Olsen-Mental-Health-Resources.ppt

   **Note:** Do not use spaces or symbols in your title.

2) Email your PowerPoint **no later than July 2** to both
   - The audiovisual coordinator (powerpoint@duluth-av-logistics.com)
   - The Odyssey conference committee (DHS.OdysseyConference@state.mn.us)

   Indicate in your email if your PowerPoint includes a link to any of the following:
   - Video
   - Audio
   - Live demonstration of a website or other system

   **Note:** The audiovisual coordinator and conference committee are not responsible for any technical issues or missing PowerPoints sent after **July 2**.

3) Bring at least one electronic copy of your presentation (USB drive) with you to the conference.
Age & Disabilities Odyssey Conference

Selected Sessions: Submitter and Presenter information

Handouts

Presenters are responsible to provide handouts or other materials for their presentation. The conference will not provide any hard copies of session materials to attendees.

- Use the DECC room capacity (PDF) to estimate the number you might need
- Bring two to four handouts in large print (24 point font)
- Plan to have an electronic version available for people who require handouts in alternative formats

**Note:** ONLY materials submitted by Minnesota Department of Human Services and Minnesota Board on Aging staff will be posted online.

E. Registration

All presenters must register for the conference. Discounts for presenters are only available through the Early Bird registration deadline (July 9th). Visit the Odyssey website (https://mn.gov/dhs/odyssey/) for more information on registration and hotels.

F. Session types

Workshop session (75 minutes)

- Addresses specific programmatic experiences, research, promising practices, skill building, policies, procedures or training; in-depth discussion or exchange of ideas
- Held concurrently with other sessions
- Includes time for discussion and/or a question and answer period

Nugget session (25 minutes, Repeated once)

- Introduces new ideas, approaches or techniques
- Held concurrently with other sessions (i.e., workshops) and are repeated once
- Has limited time for discussion or questions

**Note:** Nuggets are presented twice during the concurrent sessions. For example, if the schedule is 1:45-3:00 p.m., the nugget will be presented from 1:45-2:10 p.m., and from 2:35-3:00 p.m.

Pre-conference intensives (up to 3 hours)

- Intensive training or in-depth exploration of programs, research, or promising practices
- Held prior to the start of the conference
Age & Disabilities Odyssey Conference

Selected Sessions: Submitter and Presenter information

- Includes ample time for discussion and in-depth exploration of the topic
- Are FREE; that is, individuals do not need to register for the full conference to attend
- Interested attendees must register for a pre-conference intensives online