



RECRUITING TRENDS & TALENT TECH

NOVEMBER 28 - 30, 2017
PALM BEACH COUNTY CONVENTION CENTER, FLA.
www.RecruitAndTalentTech.com

SPEAKER PREPARATION CHECKLIST

Due immediately upon receipt of this packet:

- Biographical Information** — Description should be no more than 150 words and will appear on the conference website. Biographies longer than 150 words will be edited by LRP.
- Headshot Photo** — Photos will be used in promotional materials, on the conference website, and on our social media platforms, including blogs and/or discussions as applicable. Photos must be high-resolution in JPG, GIF, TIFF or EPS format; we can not accept PNG format.

Due Thursday, September 28, 2017 or sooner:

- Speaker Housing Form** — Space is limited. In order to receive the group rate at the conference hotel, LRP must book your reservations. See form sent as an email attachment for details.
- Speaker Audio Visual Form** — Speakers are required to **bring their own laptops** with presentations loaded. Mac users must bring their own cables and adapters. For additional A/V details, access the Speaker Audio Visual Form at www.RecruitAndTalentTech.com/speak_info.html.
- Signed Copyright Release Form** — This form is **MANDATORY** if your program materials contain documents not authored by you. See page 4 for form.
- Program Materials** — Materials must be submitted electronically. See guidelines for preparing your program materials on pages 2 - 3.

All materials must be submitted online at
<https://www.hightail.com/u/ConferenceMaterials9772117>

Instructions:

1. Drag or select your file(s) to be uploaded
2. Enter your name and email address
3. Under "Subject" please enter "Recruiting Trends & Talent Tech Materials"
4. Enter message (optional)
5. Click "Send"

You will receive a confirmation email from Hightail when we receive your file(s).

**For Questions/Help
uploading your file(s):**

Contact Angela Wilkinson
Email: awilkinson@lrp.com
Phone: (561) 622-6520, ext. 8683

Program Materials Guidelines

Conference attendees expect to receive thorough and complete program materials. Please read carefully the following guidelines for preparing and transmitting your program materials to LRP Conferences.

GENERAL GUIDELINES

- Program materials should consist of a PowerPoint presentation which includes a final page listing 4 - 5 actionable takeaway conclusions for attendees, plus any pertinent support documents (see page 3). Please paginate all program materials.
- Submission of your program materials grants LRP Conferences the non-exclusive right and license to reproduce said materials as a part of the conference program. Your program materials will only be available on the conference website, where registered attendees will be able to print materials shortly before the conference and for several months after the conference.
- **It is mandatory** that all program materials be saved in a PC compatible format. Acceptable file types are:

Microsoft® Word
Microsoft® PowerPoint

WordPerfect files must be saved in one of the aforementioned programs before submission to LRP.

- Please keep files **below 3MB** in size so that attendees can easily download materials from the conference website.
- For Support Documents, if any (not PowerPoint Presentations):
 - Set left and right margins at 1"
 - Please use a **font size of 20 or larger**
 - Preferred font is **Times New Roman**
- For PowerPoint Presentations, please use the official **Recruiting Trends & Talent Tech** PowerPoint template located at www.RecruitAndTalentTech.com/speak_info.html.
- **Page Count Limitations** *Please coordinate with your co-presenter(s) as applicable.*
 - Materials may not exceed 45 pages.
 - Submitted materials exceeding 45 pages will be edited by LRP to reduce page count.
- Make sure that you can cover all of your materials in your allotted session time.

Materials are due no later than September 28, 2017

LRP cannot accept hard copy or fax transmissions of program materials. Materials must be sent electronically to LRP Conferences. To ensure we receive all presentation materials and that nothing gets lost in transmission, please submit all materials to <https://www.hightail.com/u/ConferenceMaterials9772117>

Program Materials Guidelines (cont'd)

SUPPORT DOCUMENT GUIDELINES

Support documents should be designed to (1) enhance your presentation and (2) provide a resource attendees can refer to after the conference. We encourage you to include in your materials **only** the most pertinent decisions, documents, sample forms, etc. For other documents, we ask that you compile a *Recommended Reading List*, which provides attendees with a useful reference tool.

Pertinent newspaper articles should be cited in your *Recommended Reading List* as it is virtually impossible to get copyright releases for these. The same holds true for cartoons and comic strips. You may use these to enhance your visual presentation, but they should not be used in attendee materials.

Information obtained from the internet is subject to the same copyright laws as publications and cannot be used without permission from the copyright holder.

Any support documents not created by you or your co-presenter(s) must be accompanied by the completed Copyright Release Form (see page 4).

Presentation Tips

Feedback from our attendees has provided valuable information regarding their needs. Listed below are tips based on some of the most recurring comments. We appreciate and thank you in advance for your cooperation in making each presentation the best possible.

GENERAL TIPS

- You are encouraged to attend all conference functions (breakfasts, luncheons, etc.) in order to increase the opportunities for interaction with attendees.
- Before you begin your presentation, ask attendees to silence their cell phones. If you hear one during your presentation, **strongly** remind the audience again. Signals from electronic devices can be disruptive to audio/visual equipment as well as distracting to others.

ORAL PRESENTATION TIPS

- **Never** read your presentation.
- Your oral presentation should go beyond your written/visual materials to provide insightful analysis and thought-provoking discussion among the audience. A lengthy overview is not necessary. Attendees want presenters to get to the heart of the presentation quickly and provide substance throughout.
- **Always** repeat audience questions and comments so all may hear and benefit from the discussion. Remember to deliver the session described in the brochure, and do not allow yourself or attendees to take the session in a different direction.
- When referencing information in your program material, please note the location (slide and/or page #) so that the audience may follow along.

Copyright Release Form

This form is **MANDATORY** and must accompany your program materials if you include any material that was not written/developed by you or one of your co-presenters. **No support documents will be accepted without receipt of this completed form.** If additional space is required, please reproduce this form.

The attached support documents are to be posted for **Recruiting Trends & Talent Tech** for:

Session Title: _____

Below is the copyright status of each support document.

Document: _____

- Attached is written permission from the copyright holder allowing this document to be used as attendee materials for the conference.
- I/my firm hold(s) the copyright on this document. LRP Conferences, LLC is hereby granted permission to use as attendee materials.
- Document is public domain and not subject to copyright law.

Document: _____

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- I/my firm hold(s) the copyright on this document. LRP Conferences, LLC is hereby granted permission to use as attendee materials.
- Document is public domain and not subject to copyright law.

In the event of any copyright infringement disputes regarding the above documents, I shall indemnify, defend and hold LRP Conferences, LLC harmless from and against all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature, including judgments, interest, attorneys' fees and all other costs, fees, expenses and charges which they may incur arising out of any negligence, acts of omission or intentional misconduct on the part of myself, or my employees or agents.

Name (please print)




Signature

Date

Send completed form and support documents to: <https://www.hightail.com/u/ConferenceMaterials9772117>

Promote Your Participation in the Conference

We are relying on you to help educate others in your network about the value of attending **Recruiting Trends & Talent Tech**. As a speaker, we request that you spread the word about your session. You can do this, and promote other conference features of your liking, in a combination of ways. We would be happy to assist you; contact us at RecruitingTrends@lrp.com. Additionally, we have provided a Promo Code below for you to use in your efforts that provides a substantial discount. Here are some easy ways to do your part:

- Announcement on your company's website
- Brief email to your colleagues. If you have a large list of clients or contacts that you would like to promote your session to, we can help! Email us at RecruitingTrends@lrp.com.
- Announcement in your company's printed and/or electronic newsletter
- Blog post
- Press release
- List Recruiting Trends & Talent Tech on your company's upcoming events calendar
- LinkedIn 
Post to your company's LinkedIn Group and join the [Recruiting Trends & Talent Tech group](#). Then join existing discussions or start your own to share details of your session.
- Twitter 
Please always use the conference hashtag: #HRERecruitTalent
Suggested tweets to use with the discount offer:
 - Hear me speak on XX at #HRERecruitTalent and save \$100.00 with Promo Code SPK17
 - Don't miss my session on XX at #HRERecruitTalent. Save \$100.00 with Promo Code SPK17
 - Special discount to see me speak at #HRERecruitTalent: Use Promo Code SPK17 to save \$100.00
 - Join me at #HRERecruitTalent where I'll be speaking about XX. Save \$100.00 with Promo Code SPK17
- Facebook 
Post to your organization's Facebook page and Like the [Recruiting Trends & Talent Tech page](#) to share details of your session.

Special Discount Offer for Your Colleagues

Your colleagues can use the **Promo Code SPK17** to save \$100.00 when registering.

COMING SOON! New speaker marketing tool to promote your participation at Recruiting Trends & Talent Tech — keep an eye on your email in July for more details!



Don't forget to post the [speaker badge](#) to your company's website and blog, and add it to your email signature!