

# Presenter Information

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2017 INTERNATIONAL CONFERENCE ON INNOVATIONS IN  
FAMILY ENGAGEMENT

AUGUST 22, 2017



# Agenda

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Introduction to Whova  
Conference Logistics

# Going Green and Moving Into the 21<sup>st</sup> Century

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## **Using Whova – the conference app:**

- View the event agenda and plan your schedule.
- Plan ahead whom to meet at the event by browsing attendee profiles in advance.
- Send in-app messages and exchange contact info.
- Find attendees with common affiliations, education, shared networks and social profiles.
- Receive update notifications from organizers
- Download handouts
- Rate sessions
- Ask questions of presenters from the app
- Network with others before, during and after the event

# User Tutorial for Whova

<https://youtu.be/DRUt0Njn3m4>

A screenshot of a web browser window. The browser's address bar shows the URL "https://whova.com/resources/how-to-guide/user-tutorial/". The website header is blue with the "Whova" logo and navigation links: "Product", "Pricing", "Testimonials", "Case Studies", "Resources", and a "Request a Demo" button. The main content area has a dark blue background. On the left, under the heading "This tutorial includes:", there is a numbered list of four items: 1. "How to download the Whova event app", 2. "How to sign in to the app", 3. "The three most popular features" (with sub-bullets for Agenda, Networking, and Bulletin Board), and 4. "Other useful features". On the right, there is introductory text: "Are you wondering what the Whova event app can provide that paper brochures or event websites can't? Would you like to learn how to easily explore the Whova app and get most out of your event? Here is a quick tutorial for Whova app users. Watch the video or explore the written guide below." Below this text is a video player. The video title is "Whova Event App Tutorial - Convenient Mobile Brochure and Effective Networking". The video thumbnail shows the text "Whova Event App User Tutorial" over a background of a smartphone displaying the app interface. The video player controls show it is at 0:00 / 3:20. At the bottom of the browser window, the Windows taskbar is visible with various application icons and a system tray showing the time as 2:48 PM on 8/18/2017.

## Presenter Profile: An Example

- You should have received a unique link from Whova that takes you to your personal Speaker information page.
- On that page, you can adjust/add the following information:
  - Name (required)
  - Email (required)
  - Affiliation (required)
  - Job Title
  - Bio
  - Profile picture
  - Phone number
  - Linked In Profile
  - Twitter Handle
  - Session info, including:
    - Session title
    - Session description

## Next Steps with Whova

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1. Update your speaker profile
2. Make sure you have downloaded the App
3. Get familiar with the App

## A bit about Vail

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Elevation, altitude sickness – medication available at gift shop

Weather is unpredictable

- Review the anticipated weather conditions from a reliable Weather App or webpage before you travel

Travel – two hour drive from DIA

# What's new this year:

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Whova

Virtual Series on Family Group Conferencing



# Conference details

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- Pre-conference full-day institutes Tuesday, October 17. Conference runs from Wednesday, October 18 at 9am until Friday, October 20 at 12pm.
- 68 90-minute workshops; 10 3-hour workshops (which include 15 minute break)
- 15 minutes between workshops – please be considerate of those presenting after you. If participants approach you with further questions/comments, please move your conversations outside of conference room
- Room location – be there early to set up/bring thumb drive with PPT, always good to have more one thumb drive with PPT
- What will be in the room – Projector/screen, flipcharts/markers, and we'll be in contact with you if you requested anything else
- Room set up – theater style. If chairs are moved during your workshop, please ask participants to return chairs to original set up.
- Workshop monitors: Monitor time, and provide you with any support you might need
- Approximate 30-50 participants in each workshop
- Technical issues – Marriott in-house Conference specialist or Brandon, Kempe IT, will be available to assist.

# Hotel Address and Shipping Information

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Hotel receiving charges for shipments:

Boxes: \$5

Small Cases: \$10

Large Cases: \$20

Palettes: \$50

Over 500 lbs. \$75

Shipments can be stored at the hotel up to 3 business days prior to arrival/event.

## Vail Marriott Mountain Resort

715 West Lionshead Circle, Vail Colorado 81657 USA

# Suggestions for presenters:

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International audience — mostly US and Canadian colleagues, along with others from the UK, Australia, New Zealand. Primarily child welfare practitioners, researchers, administrators, and other service providers. There will be representatives from other service systems, including juvenile justice, education, higher education

Remember: You only have 90 minutes: If you're planning to ask participants to introduce themselves, find a way to structure the time so you'll have plenty of time to present.

Are you conducting a presentation or facilitating a discussion group

- If you are facilitating a discussion group, in your title in Whova, please revise your session title to state, "Discussion Group: Title of Session"

Striving for Jazzy

- Consider reviewing guidelines for effective PPTs (wordiness, images, infographics)

Consider mixing up your methodology during your session, which could include: changing presenters, using Polling, conducting activities, using multi-media

# Continuing Education Units

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- Allow last 5 minutes of workshops for participants to complete evaluations and obtain presenter signatures on CEU forms
- Evaluations – encourage them to go to Whova, or fill out paper evals – needed for CEUs

# Your Session Handouts

Options for your consideration

## 1. Decide:

- Are you going to provide session handouts electronically through WHOVA or by paper?

## 2. If using WHOVA:

- Send your session materials (PPT, other handouts) to [Heather.Allen@childrenscolorado.org](mailto:Heather.Allen@childrenscolorado.org) by October 13 for uploading into the App

## 3. If distributing paper copies:

- Bring 50 copies to distribute. Extras can be left on the take-one table
- There is a business center in the hotel but the copying costs can be expensive and would be your responsibility

## 4. Everyone:

- Bring your PPT and handouts on a FLASH DRIVE



## Upcoming deadlines:

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**Hotel – make reservations by September 22.** After that date, hotel will not guarantee special conference rate. Link to make reservations is posted on website

**Conference registration – all presenters need to register and will receive \$50 discount**

- \$375 Early-bird rate by September 5
- \$425 – September 6 through October 10
- All registrations after October 10 will be done onsite at the conference at \$450 each

**Conference handouts: Send your session handouts to Edie Bridge at [Heather.Allen@childrenscolorado.org](mailto:Heather.Allen@childrenscolorado.org) by October 13, 2017**

Conference webpage: [www.kempeconference.org](http://www.kempeconference.org)

# Questions

General Conference Information	Anita Horner and Lisa Merkel-Holguin	<a href="mailto:Anita.Horner@childrenscolorado.org">Anita.Horner@childrenscolorado.org</a> and <a href="mailto:Lisa.Merkel-Holguin@childrenscolorado.org">Lisa.Merkel-Holguin@childrenscolorado.org</a>
Whova and your session handouts	Heather Allan	<a href="mailto:Heather.Allan@childrenscolorado.org">Heather.Allan@childrenscolorado.org</a>
Conference registration, AV needs	Edie Bridge	<a href="mailto:Edie.Bridge@ucdenver.edu">Edie.Bridge@ucdenver.edu</a>