

Speaker Guide

2018 National Conference on Ending Family and Youth Homelessness Speaker Guide

Information for presenters, speakers, and moderators related to this year's conference. Questions can be directed to Katie Kenney at 202-942-8241.

Speaker Presentation Deadline

1. Presentations must be received by **Wednesday, February 21** in order to be uploaded to the mobile app prior to the conference, and on the laptops in the room where you will be presenting during the conference.
 - Please submit your presentation to the Alliance electronically by emailing kkenney@naeh.org. Please follow the guidelines below when emailing your presentation:
 - Presentations should be in PowerPoint form. Handouts should be in PDF form.
 - Email Subject Line: Workshop Number: Workshop Title
 - *Example: 5.06: Five Keys for Better Performance in Homeless Assistance Systems*
 - PowerPoint Presentation File Name: Workshop Title by First Name Last Name
 - *Example: 5.06 Five Keys for Better Performance in Homeless Assistance Systems by David Dirks*
2. Don't forget to bring an electronic backup of all handouts, materials, and PowerPoint presentations on flash drive to the conference.
3. Most attendees would like to attend multiple sessions during the conference but can't because of conflicting times/sessions. Please include ***enough information in the notes section so all conference goers can benefit after the conference***. The Alliance also encourages speakers to submit additional papers, resources, and tools for inclusion on the mobile app.
4. All presenters are responsible for providing hard copy handouts that they wish to use.

5. After the conference, presentations will be made available online. Final presentations must be received **in PDF form** by **Wednesday, March 14** in order to be uploaded to the website. Please include your PowerPoint notes in the PDF.

Guidelines for presenting

The conference is two very full days of workshops and spotlight sessions so time management is critical to keeping things on track.

To that end, please work closely with the Alliance staff person who is coordinating your workshop or spotlight session (the person who initially contacted you to speak) and your co-presenters to establish and agree upon presentation lengths and formats. **Most workshop presentations will range from 15-20 minutes, and most spotlight session presentations will range from 20-30 minutes.**

A good rule of thumb for most people is 1 slide for every 3 minutes of presentation. The best thing to do is time yourself in advance! Take a look at some additional tips on our [Resources for Speakers](#) page.

Some Great Advice for Speakers

Interested in learning more about how to give a great presentation or moderate an engaging panel? Check out these two Harvard Business Review posts:

- TED Curator Chris Anderson on [How to Give a Killer Presentation](#)
- [10 Tips for More Effective PowerPoint Presentations](#)