



## ***26th Annual National Adult Protective Services Association Conference***

September 29-October 1, 2015

**Rosen Plaza Hotel | Orlando, FL**

Thank you for your commitment to present at the 26th Annual NAPSA Conference, September 29-October 1, 2015 to be held at the Rosen Plaza Hotel in Orlando, Florida. We are delighted that you will be coming to the conference to share your knowledge and expertise with our attendees.

This message outlines our expectations regarding your participation as a presenter.

### **Registration**

- **All speakers must register for the conference**, including all co-presenters.
- **All primary speakers are required to notify co-presenters of the details in this message.**
- Primary speakers are the individuals who organized the workshop and/or submitted the initial request for proposal. We are pleased to waive the registration fees for these individuals only. Please register as a "Presenter" and use the code **15PrimaryPresenter** to access this waived registration fee.
- All additional speakers are required to register at the member rate of \$400.00 to attend the conference, using the "Presenter" registration type.
- Registration is accessible online at [www.napsa-now.org/conference](http://www.napsa-now.org/conference).

### **Presentation**

As a presenter you are expected to provide a well prepared, interactive presentation in the time allotted, staying on the agreed upon topic and coordinating with co-speakers (if appropriate) and conference coordinators prior to arrival in Orlando.

*We ask that you please keep in mind all vulnerable adults when planning your presentation. This includes both older adults and younger adults with a disability who are the consumers for most adult protective services programs.*

## **Presenter Responsibilities**

- Note regarding A/V: NAPSA will provide Wi-Fi internet access, an LCD projector and screen in each session. Microphones are provided to workshops in larger breakout rooms. **NAPSA is not able to provide laptops or tablets, so speakers must provide their own.**
- Presenters are requested to provide consent to post their slides on the NAPSA website for attendee access. Please send an electronic file of your slides to [carol.carlton@napsa-now.org](mailto:carol.carlton@napsa-now.org) **by August 31, 2015**. Slides are posted to a password-protected portion of our site that only attendees have the code to access.
- Primary presenter is responsible for notifying and confirming co-presenter(s), and for notifying co-presenter(s) of any scheduling changes or alterations to the schedule.
- Primary presenter is responsible for notifying NAPSA of any changes in presenters or changes to the presentation content.
- All presenters must be pre-approved by NAPSA before speaking at the conference; that is, no substitutions without prior approval.
- **NAPSA is going green and will not be providing handouts to attendees. If you have handouts you wish for attendees to have, please bring them with you. If provided in advance we will also make them available electronically to attendees.**

## **Travel Arrangements**

- Presenters are responsible for their own travel costs and travel arrangements.
- The Marriott Downtown Waterfront reservation site is located [here](#). The special room rate is \$115 (plus tax) per night.

## **Date and Time of Arrival**

As a presenter, you are expected to arrive at the Marriott Downtown Waterfront at least one hour prior to your above presentation time and to check in at the registration desk. Directions to the host hotel are located [here](#).

## **Cancellation**

If the presenter cancels, for any reason other than a documented emergency, NAPSA may require payment for expenses incurred in preparation for the presenter's participation in the conference.

Thank you again for agreeing to speak at the conference. We are very excited that you are willing to share your expertise with our attendees. Please contact [carol.carlton@napsa-now.org](mailto:carol.carlton@napsa-now.org) if you have questions.

**See you in Orlando!**