



**KENTUCKY INTERNATIONAL  
CONVENTION CENTER**  
*LOUISVILLE | APRIL 24 - 27, 2022*

## **Presenter Information and Guidelines**

**Due Monday, February 7, 2022 or sooner:**

**Speaker Housing Form** — Space is limited. In order to receive the group rate at the conference hotel, LRP must book your reservations.

Please complete the Housing Form using the following link:

<https://forms.office.com/r/eqcLjpxKCi>

**Speaker Audio Visual Form** — A laptop, wireless lavalier microphone, LCD projector, wireless slide advancer and a screen will be provided in the session room. Your final presentation materials will be pre-loaded onto an LRP laptop.

If you have additional AV requests, please complete the AV form using the following link: <https://forms.office.com/r/WLb2BUPDs2>

**Program Materials** — Materials must be submitted electronically **by 2/07/22**. PPT are required and presenters must use the supplied conference template. Supplementing Word documents or outlines are encouraged but not required.

**Signed Copyright Release Form** — This form is **MANDATORY** if your program materials contain support documents not authored by you. See page 4 for form.

**All materials must be uploaded to Dropbox at**  
**<https://www.dropbox.com/request/NnRvbxpmHV1DD46isBxf>**

For Questions/Help uploading your file(s):

Email Angela Wilkinson at [awilkinson@lrp.com](mailto:awilkinson@lrp.com) or call her at (561) 622-6520, ext. 8683.

## **Important Program Materials Requirements** *for preparing and transmitting your written presentation to LRP Publications.*

General Session and Breakout Session materials will be available exclusively on the conference website for attendees to download. Note that all Pre- and Post-Institute Symposium materials will be printed in booklets. Please read the requirements carefully and contact Angela Wilkinson if you have any questions.

1. Presenters are required to provide a PowerPoint presentation using the conference template that serves as a presentation summary to be displayed on-screen during your session. You may also submit additional supportive material in a Word document. These documents will be available on an LRP Mobile App that conference attendees will have access to shortly before and for several months after the Institute.

2. A printed booklet will be distributed **ONLY** for Pre- and Post-Institute Symposiums. If you're presenting a symposium, your materials should consist of one of the following:

- A PowerPoint presentation, which must be shown on-screen during the presentation, that includes sufficient detail to cover all of the issues addressed during the symposium

**OR**

- A narrative presentation (in Word) accompanied by a PowerPoint presentation highlighting key issues in the narrative. The PowerPoint summary must be displayed on-screen during the presentation. The narrative presentation and PowerPoint will both be included in the symposium booklet.

You also may include for print any pertinent support documents such as checklists, articles and sample forms. Total content of each symposium booklet cannot exceed 200 pages. PowerPoint presentations will be printed 3 slides per page. **Please adhere to font size requirements.** Please coordinate with your co-presenter(s), if applicable, to remain under the page limitation. Materials for each symposium booklet will be printed on white paper and softcover bound.

3. LRP Publications has prepared a PowerPoint template for your presentation. Please do not alter the template and **DO NOT** change the font from Arial. Also, **please do not use any cartoons or clip art.** The first page of your materials should be the first page of your presentation summary with your name and session title. The official 2022 Institute PowerPoint template for your presentation is located in the Speaker Resource Center.

4. Materials referencing judicial or administrative decisions should cite to LRP Publications' *Individuals with Disabilities Education Law Report*® (IDELR) or alternatively to the LRP cite for the decision found on LRP's Special Ed Connection® website.

5. **Materials must be uploaded to:**

**<https://www.dropbox.com/request/NnRvbxpmHV1DD46isBxf>**

Files may be received in Microsoft Word, and Microsoft PowerPoint. LRP CANNOT ACCEPT HARD COPY MATERIALS.

6. Submission of your materials grants LRP Publications the non-exclusive right and license to reproduce and distribute the materials as a part of the program. Presenters retain copyright to all materials that they author.

## Support Documents

A Copyright Release Form must accompany your program materials if they contain documents (sample forms, checklists, etc.) that you did not create. No such support documents will be accepted without receipt of your completed Copyright Release Form.

Support documents should be designed to (1) enhance your written and oral presentation, and (2) provide resource material attendees can download from the Mobile App.

**Upload the completed form and support documents to:**

<https://www.dropbox.com/request/NnRvbxpmHV1DD46isBxf>

## 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 your cooperation in making each presentation the best possible.

### General Tips

**Ensure that you can cover all of your materials in your allotted time.**

Ask attendees to silence their cell phones and other devices before you begin your presentation. If you hear one during your presentation, strongly remind the audience again. Signals from electronic devices can disrupt audio visual equipment as well as distract participants.

You are encouraged to attend all conference functions (breakfasts, luncheons, receptions, etc.) in order to increase opportunities for interaction with attendees.

### Visual Presentation Tips

PowerPoint slides are **required** to be part of your program materials.

Describe your PowerPoint graphics or charts in detail to meet the needs of your audience.

### Oral Presentation Tips

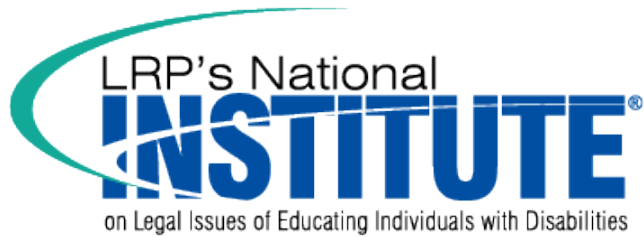
Never read your presentation.

Your oral presentation should go beyond the written materials, providing insightful analysis and thought-provoking discussion among the participants. A lengthy overview is not necessary. Attendees want presenters to get to the heart of the presentation quickly and to provide substance throughout.

You should assume that the audience has more than a basic understanding of the topic and aim your presentation toward the more experienced professional.

Content presented should be of benefit to the audience as a whole.

**Always** repeat audience questions and comments so all attendees may hear.



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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 the **2022 National Institute on Legal Issues of Educating Individuals with Disabilities®** 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.
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In the event of any copyright infringement disputes regarding the above documents, I shall indemnify, defend and hold LRP Publications 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.

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