

Frequently Asked Questions | Speakers

1. When and where have you scheduled me to speak?

We won't have room assignments until about 2-3 weeks prior to the conference. All the rooms at our venue, Capital Plaza, hold different sized groups. We will send a Survey Monkey about 3 to 4 weeks before the conference, to our paid attendees, asking them to select which sessions they plan on attending. The attendees will select which sessions they want to attend by reading your topic, summary and 3 takeaways you provided on the speaker registration form. We compile those results and assign speakers accordingly based on interest level. Once those results are compiled we will send your session information.

2. How long is my session?

We have allotted 1 hour and 15 minutes for each session. We ask that you please plan accordingly and speak the entire hour with the last 15 minutes as a question and answer session. We have submitted your presentation to the appropriate accreditation forums and in order to ensure our attendees get their credits needed for your session you must fill the time slot accordingly.

3. When is my PowerPoint presentation due?

We ask that you please have your presentation finalized and submitted no later than March 1, 2019.

4. Why is my PowerPoint presentation due more than a month prior to the conference?

We are issuing pre-loaded USB flash drives to the attendees and must have them to production on March 15th to ensure they will be in hand by May 1st.

MEC also must apply for the CE's 6 – 8 weeks prior to the event.

The attendees always appreciate viewing the materials prior to the conference as an aid to select which sessions they will attend.

5. Why do I have to have my "Speaker Registration Form" filled out by December 10th?

MEC opens registration on January 1st to the previous attendees. Typically the attendees won't sign up until they know who is speaking and what are they speaking on.

In addition, MEC starts to market the conference through several different marketing strategies including several different publications whose timelines must be kept for publishing.

6. Why do you need my bio and picture?

MEC places your picture and bio on the website www.MissouriEmploymentConference.com to allow the attendees to read about you prior to the conference. We also use these for the program.

7. How far in advance do I need to be at Capital Plaza before I speak?

We ask that you check in at the registration booth at least 20 minutes prior to your speaking session. However, if you made changes to your presentation bring the flash drive that you plan to use, please be at Capital Plaza at least a half hour early and ask for Nan Boland

8. Do I need to bring my presentation on a flash drive?

If you submitted your PowerPoint presentation by the due date given, you do not need to bring your presentation; we should have it on file and pre-loaded into your room.

9. What if my presentation has video in it? What is required for it to play?

Download the video and store it to your laptop. Then embed it into your PP presentation. Don't plan on using the internet at Capital Plaza as it's open and will likely fail or not stream well.

10. Do I need to bring my own copies of handouts?

If you plan on handing out anything to your attendees in your session, you are responsible for bringing the copies. MEC will not print out or bring copies for speakers. MEC will have your presentation and anything else you would like your attendees to have loaded on the MEC website that is password protected for the attendees.

11. Can I bring my own laptop?

Lap tops will be provided in each session room. If you provided your presentation to MEC it will be loaded in the room where you are scheduled to speak. If you've made changed please be prepared, with a flash drive and arrive at least 30 minutes prior to your session.

If you plan on playing video during your session we recommend you bring your own laptop with the video embedded in your presentation.

12. What can I expect about the room where I will be presenting?

Each session room will be equipped with a podium, microphone, computer, projector and screen.

13. Can I get a lavalier mic?

If you requested a lavalier mic we will do everything we can to have one ready for you in your session. Please note that Capital Plaza only has so many so we can't guarantee your request, but we will try.

14. Can I get a flip chart?

Capital Plaza will have limited number of easels, flip charts and markers on hand. If you need one please contact Nan Boland to make arrangements.

15. Will I have access the Internet?

Our contract with Capital Plaza includes free internet however it is not a secure link.

16. Will I get a copy of the attendee evaluations?

MEC does a Survey Monkey after the conference. Once MEC compiles those results, you will receive your results via email.

17. Do you have recommendations for my PowerPoint presentation?

We usually find that any font size less than 24 point is too small to be reasonably read in most presentation situations. The preferred text size is 28 or 32- point size, with titles being 36 to 44-point.

18. Do you pay travel expenses?

MEC does not pay its speakers to speak or reimburse them for travel. The intent of the conference is to offer continuing education credits at a reasonable cost to the attendees. In return, the MEC is an excellent opportunity to be in front of decision makers in Missouri.

19. Do you pay me to speaker at your conference?

Again, MEC does not pay its speakers to speak or reimburse them for travel. The intent of the conference is to offer continuing education credits at a reasonable cost to the attendees. In return, the MEC is an excellent opportunity to be in front of decision makers in Missouri.

20. What if I need technical assistance on the day of the conference?

Volunteers and staff from Capital Plaza will be on hand to assist throughout the day. If you need help prior to your session, contact Nan Boland or Sue Kmet.

Any additional questions please contact:

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Sue Kmet c.515-240-7545

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Wellness
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