



## North American Coach Development Summit Presenter Guidelines

### **REGISTRATION**

Please be sure all individuals involved in your presentation and who will be on site during the Summit are registered for the summit. Please note there is **NO** on-site registration.

### **HOTEL RESERVATIONS**

Be sure to book your hotel room early! In previous years our block has sold out well in advance of the event.

### **SUMMIT KICK OFF**

The summit officially begins on Monday, June 12<sup>th</sup>. See the website for full schedule details and updates. Be sure to notify conference planners as soon as possible with any program errors.

### **PRESENTATION INFORMATION**

#### ***Lectures- 15 Minutes***

- Bring your presentation on a thumb drive
- Please visit your presentation room in advance of your session during one of the breaks to load your presentation onto the computer to facilitate transitions between presenters.
- Lecture rooms will have a screen, projector and laptop.
- If you require audio/speakers, please make arrangements to bring your own portable speakers.
- Each lecture session consists of multiple presentations. Each lecture presentation will have 15 minutes total. Please budget your allotted presentation time for 11-12 minutes of speaking and 2-3 minutes for questions.
- If your lecture has multiple authors, in the interest of staying on time, please designate a single lead speaker to present the lecture.
- Please send your clearly labeled PowerPoint slides to [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org) at least 24 hours prior to your presentation time. All submitted slides will be PDF'd and shared on the summit website post event.

Contact us with concerns or questions at [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org)



### ***Workshops- 60 Minutes***

- Bring your presentation on a thumb drive
- Workshop rooms will have a screen and a projector. Workshop presenters should bring their own laptop to run their session.
- If you require audio/speakers, please make arrangements to bring your own portable speakers.
- Workshop presenters should bring any handouts or materials needed.
- Each workshop consists of 60 minutes total. Please budget your allotted presentation to allow time for Q&A the last 10-15 minutes of the presentation.
- If you would like your PowerPoint presentation or any materials from your session added to the summit resources page, please send your clearly labeled materials to
  - [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org) prior to the end of the summit. All submitted materials will be PDF'd and shared on the summit website.

### ***Panel Discussions- 60-75 Minutes***

- Panel discussion rooms are not being set up with projectors and screens.
- Panel discussions will be set up with a front table and chairs for the panel.
- The Panel will be moderated with specific questions.
- If you are bringing in an outside person for just the panel who will not be attending the Summit, please send us the individual(s) name(s). If members of your panel are attending the full day or full summit, they should register for the summit accordingly.
- Panel discussion presenters should bring any handouts or materials needed.
- Each room will have a room proctor to provide support.
- If you would like any materials from your session added to the summit resources page, please send your clearly labeled materials to [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org) prior to the end of the summit. All submitted materials will be PDF'd and shared on the summit website.

### ***Master Class- 90-120 Minutes***

- Bring your presentation on a thumb drive.
- Master class rooms will have a screen and a projector. Presenters should bring their own laptop to run their session.
- If you require audio/speakers, please make arrangements to bring your own portable speakers.
- Master class facilitators are asked not to let any individuals join the class who have not pre-registered.
- If you would like any materials from your session added to the summit resources page, please send your clearly labeled materials to [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org) prior to the end of the summit. All submitted materials will be PDF'd and shared on the summit website.

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## ***Posters***

- Posters should be printed so they can hang vertically and should be no larger than 3 feet (0.91 meters) wide by 4 feet (1.21 meters) tall.
  - The summit will have boards to hang them on and hanging materials available.
- Posters should be put up at the start of the day and can be taken down at the end of the day.
- Poster authors are expected to remain by their posters for the duration of the designated posters session time.
- It is not required, but poster presenters may want to have a hand out with poster information and/or references and their contact information to share with individuals who stop to speak about their work.
- An excellent guidance document created by the Association of Applied Sport Psychology for creating an effective poster can be found at '[Creating and Effective Poster Presentation](#)'
- Remember, these posters can represent finished work or works in progress and should contain the information relevant to the stage of the work.
- If you would like any materials from your session added to the summit resources page, please send your clearly labeled materials to [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org) prior to the end of the summit. All submitted materials will be PDF'd and shared on the summit website.

## ***5 in 5 Presentation- 60 Minutes***

- Bring your presentation on a thumb drive.
- Please visit your presentation room in advance of your session during one of the breaks to load your presentation onto the computer to facilitate transitions between presenters.
- 5 in 5 presentation rooms will have a screen, projector and laptop.
- If you require audio/speakers, please make arrangements to bring your own portable speakers.
- Each presenter will have 5 slides and 5 minutes to present their subject. Time limits will be enforced! After the first 3 presenters, there will be a 10 minute discussion period before moving on to the next 3 presenters and 10 minutes of discussion time.
- If you would like any materials from your session added to the summit resources page, please send your clearly labeled materials to [summit@USCoachExcellence.org](mailto:summit@USCoachExcellence.org) prior to the end of the summit. All submitted materials will be PDF'd and shared on the summit website.

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