

The 2012 Intercompany
Long Term Care Insurance Conference

SESSION PARTICIPANT
CONTACT INFORMATION

PLEASE PROVIDE THE FOLLOWING INFORMATION.

(Please let your Session Producer know of any updates or changes to this information.)

Session Title: _____

Session Producer: _____

Your First and Last Name (as it should appear in the conference materials):

Title: _____

Your Badge Name: _____

Your Affiliation: _____

Mail Address: _____

Phone: _____

Cell: _____

Fax: _____

E-mail: _____

Session Producer:

Please email or fax a copy of the completed form to your Track Chair within 5 days of recruiting the panel participant for your Session. Thanks!

The 2012 Intercompany Long Term Care Insurance Conference

ANTI-TRUST DISCLAIMER

The Intercompany Long Term Care Insurance Conference is committed to complying with all laws, including antitrust laws, and the highest standards of professionalism.

The Conference adheres strictly to the antitrust laws and cautions all members and speakers that these meetings are designed solely to advance knowledge concerning long term care insurance and to improve the skills of those who attend the conference.

Under no circumstances shall sessions be used as a forum for representatives of competing companies or organizations to reach any understanding whatsoever about the pricing of specific products, whether particular products should be marketed to the public, or terms on which products are marketed.

NOTICE OF INTENT TO PUBLISH

Please be advised that the session in which you participate may be recorded and/or published in various media, including print, audio and video. Speakers and all participants are reminded that expressions of opinion are those of the participants individually and not the opinion of the Conference, its Committees, or its Sponsors. The Conference assumes no responsibility for statements made or opinions expressed in the Conference sessions, or in their publication, regardless of the publication media.

Speakers and participants are reminded that publication in some instances is without prior editing. Comments or statements may be, and in the past, have been, taken out of context. Care should be taken so that comments and statements of participants and those in attendance are not unprofessional.

All presentations will be posted to the Conference website.

DESIGNING AN EFFECTIVE PRESENTATION

As a presenter/speaker at ILTCI Conference, you are the focal point of our Educational Sessions. It is **you and your expertise** that are the framework of our Conference. You are the one who engages each person in the subject matter. Those who come to your Session are adult learners with specific expectations. The audience comes with problems they need to solve, questions regarding the subject matter, and a wealth of experience to share. Each member of the audience selected your Session in anticipation of:

- Current information on relevant topics
- Gaining Knowledge through interaction and dialogue
- An opportunity to participate with feedback on questions, issues, and/or problems the Session addresses
- A learning environment with sufficient time to share expertise
- A learning format that promotes critical thinking
- Solutions to job-related problems and issues
- Information that will enhance his or her job performance

Some points on presentations for adults:

- Allow for dialogue – between you and the participant **and** between the participant and other participants
- Invite instant feedback – participants like to share on the spot, at the time a question occurs, and not wait until the end when time may not permit a thorough coverage of the issue
- Encourage and engage critical thinking – the formatting for your Session is important to this end. Round table discussions, case studies, role playing, and debates, often engage the individual's attention more readily than the lecture style presentation
- Prepare your Power Point presentation to focus attention on key concepts. They are not meant to replace your oral presentation. However, they are used to provide the participant with your key points and will be the item that the participant will retain and take notes on. The Power Point Template for your Educational Track is attached.
- Direct the participants to practical applications of what you have shared. Learner focused presentations integrate the highlights of the topics that were covered into usable processes by addressing what was shared and what new idea or information the individual will take back to his or her job.
- If you are using handouts (and audiences do like handouts), be sure that they are easy to understand. Items such as sample forms, graphs, or process maps that don't adapt easily to power point, are useful for reference or background material,. Multi-page handouts should be numbered for reference.
- Please note that most sessions are 75 minutes. Some sessions may be scheduled for 90 minutes depending on the topic

All handouts and presentations will be reviewed by the Session Producer for accuracy and content. Your Session Producer will coordinate each speaker's presentation into a seamless, cohesive presentation for the Session. If your company requires pre-approval of your material, please be sure to build that process into the timeline so that the Conference deadlines are met. Be sure to inform your Session Producer when you agree to participate that your Company will need to pre-approve your presentation.

After review by the Session Producer, the Track Chairs are responsible to review the material to ensure that it doesn't overlap with the content of another session within your Educational Track. They will also review for commercialism. Display of the company name and/or logo is only acceptable on the first/title slide. Use on each slide is inappropriate and will be removed. The Conference is company neutral, including any handouts provided.

Some hints for Power Point Presentations:

- Use the template provided for your Track.
- Be sure to use a title slide that gives the title of your presentation as well as your name, title and affiliation.
- List the objectives for your presentation – what will your audience take home
- Keep your visuals simple. No more than 5-6 lines per page.
- Use bullet points and sentence fragments. These are easier for the audience to absorb.
- Make the type larger. Minimum typesize should be 20-24 point.

Session presentations will be posted on the Conference Website prior to the Conference. Please check the Preparation Timeline to ensure that you meet the dates indicated for the presentations.

If changes occur to the presentations, efforts will be made to get the change onto the website as quickly as possible. Changes which occur within the two week period prior to the conference will be made on the website after the Conference occurs. Be sure to let the people at your Session know that there are changes.

AUDIO-VISUAL EQUIPMENT REQUEST

Appropriate microphones and set-ups will be ordered for your Session format. Each session will also be provided with the necessary screen and hook-ups for laptop presentations. A laptop will be preloaded with the final, approved presentation in the assigned room.

However if you need a different type of audio/visual equipment, please complete this form and give it to your Session Producer.

Session Title: _____

Session Producer: _____

Your First and Last Name (as it should appear in the conference materials):

Please check off the Equipment that you will need:

- 35 mm slide projector (including remote control to podium, one extra carousel, spare bulb and screen)
- Overhead projector (includes acetate, marker, spare bulb, and screen)
- Flipchart with markers – indicate how many:
One Two Three
- Other; please describe: _____

Session Producer:

Please email or fax a copy of the completed form to your Track Chair within 5 days of receipt. Thanks. Kathy