

Hotel Lodging

CCAW has a block of rooms for speakers on-site at the Sheraton Downtown Dallas. **We will make your reservations for you (even if you are paying for your own lodging).** *Please do not book your own room at the Sheraton**

NOTE: Speakers, you will receive a separate email in March 2023 with a link asking for your arrival and departure dates. CCAW books hotel lodging for ALL speakers regardless of payment arrangements, therefore, arrival and departure dates for the full stay in Dallas will be needed to properly book the lodging at the hotel. More information to come in March.

- If lodging is **NOT** included in your speaker agreement: You will be billed upon arrival to the hotel. The conference group rate at the Sheraton is \$177 per night (plus taxes and fees).
- If lodging **IS** included in your agreement: You are responsible for any additional nights not included in your speaker agreement, along with any charges incidental to room and tax that are not listed in your agreement with the conference.

Booking Air Travel

Speakers may take advantage of *Colwick Travel's* negotiated airline discounts for this conference. **Speakers are responsible for booking their own flights, regardless of who is paying for it.** If CCAW is covering your flight, you must book through Colwick. *Please use this link [HERE](#) when booking**

After receiving your schedule, please book your flights as EARLY as possible to avoid additional costs to the conference. Your deadline for booking flights paid by CCAW is March 10, 2023.

Parking at the Hotel

If you are staying at the Sheraton, please use your room key to enter/exit the garage. If you are not staying at Sheraton, please visit the Speaker/VIP Check-In Desk to receive a parking voucher. Please use one of the above methods to ensure your parking is directly billed to CCAW. Retroactive reimbursement requests for parking will be approved at the discretion of CCAW

Transportation To and From Airport

Complimentary transportation provided by CCAW to and from the airport is offered between the hours of 8:00am-8:00pm from Sunday-Thursday. If your flight arrives outside of those times, then you are responsible for your own transportation.

You will receive a separate email in March 2023 with a link asking for your exact arrival and departure dates/times.

- If you are traveling with someone who is not a speaker, please do not assume they will be able to ride with you from the airport, as there may not be room in the vehicle scheduled for your pick up (or return to the airport). If you let us know in advance, we will do our best to accommodate.

Presentation Considerations

We consistently receive feedback that CCAW workshops are some of the best our attendees have ever attended, thanks to our amazing speakers! Thank you for crafting a session that is engaging, organized, and informative.

Please consider the following when preparing:

- **Attendee Demographics:** We are expecting over 2,600 attendees in 2023, and each classroom is equipped to hold 200-500 attendees. Our attendee breakdown at the last in-person Conference in 2022 was: 41% advocacy/counseling, 38% law enforcement, 15% legal, and 6% other.
- **Educational Level of Presentations:** The majority of our attendees have been in the field for several years; they are well-educated on the general theories and dynamics of violence against women. At CCAW, they are looking to learn practical, hands-on techniques in responding to these crimes that they can apply on the job. Unless otherwise specified, please keep background/basic information on your topic to 15 minutes or less (*For example, if you are presenting on an advanced domestic violence response technique, you should not spend a large amount of time covering DV 101*).
- **Please ensure that all victims' identifying information is redacted from your presentation.** PICTURES AND VIDEOS SHOULD ONLY BE SHOWN WITH EXPLICIT PERMISSION FROM THE INDIVIDUAL. If you do not have permission to share a victim's information, consider substituting with a public YouTube video or by facilitating role-play.

- **Photo Policy:** Attendees are NOT allowed to take photos during sessions at CCAW due to the sensitive nature of many presentations. **Please do not encourage attendees to take pictures of your slides, as this makes it difficult for our volunteers to enforce the photo policy.** Instead, you can ensure that they have access to the material by submitting your handouts prior to CCAW.

Handout Material

Handouts (in the form of a session PPT, supplemental material, or a QR code to supplemental resources) are required for each session that you present. Handouts will need to be submitted by May 5th. Instructions on handouts submission TBA.

Speaker Profile & Submission Details

Speakers, if we are still missing headshot, bio, or other profile and/or submission details, you will receive a personalized email requesting outstanding items be submitted by **January 17th, 2023**.

Exhibitor Booths

Speakers can purchase their own exhibitor booth. Please note that speakers are NOT comp'ed exhibitor booths and are NOT allowed to sell books or other merchandise in session. View [Exhibitor Opportunities](#).

CCAW Promotions

Help Us Spread the Word! We hope that you will join us in promoting CCAW among your professional networks.

View the [Social Media Toolkit](#).

We are also happy to mail hard copies of our registration cards to you if you would like to distribute at other speaking engagements that you may be attending.