



CCAW Final Speaker Details

May 22-25, 2023

Sheraton Hotel Downtown

400 N. Olive Street, Dallas, TX

HANDOUTS

- Click this link [HERE](#) to upload your handouts. **HANDOUTS DEADLINE: Monday, May 1, 2023.** *****Important that you **label each file by session name** (not by speaker name)*****
- We prefer your full ppt presentation, but **at minimum** you must submit an outline of your presentation for attendees to follow and take notes. Consider redacting sensitive information and removing large videos or pictures that will make the file difficult to download.
- Handouts consist of a PPT copy of your presentation and/or any supplemental documentation that you may have to accompany your presentation.
- We will not provide your actual PPT file to anyone. We prefer to format your PPT file ourselves to ensure it meets specifications. CCAW will convert these documents to PDF and upload onto the Conference mobile app for registered attendees to access with an access code.

AUDIO-VISUAL EQUIPMENT

- Each classroom will be equipped with an LCD projector connected to the house sound system, screen, and microphones for each presenter. **We strongly encourage all speakers to use the provided mic for optimal sound quality and to ensure your session is accessible for all of our attendees.**
- **You are required to provide your own laptop computer, charger, remote, adapter, and HDMI cord.** We do not have enough of this equipment to be able to provide to speakers.
- You are required to bring a backup of your presentation on a flash/thumb drive.
- If you are using a Mac computer, please bring an adapter that allows you to connect your computer to the LCD projector's VGA connector.

CONFERENCE ARRIVAL & REGISTRATION

- Stop by the Speaker/VIP Check-In desk located on the skybridge/skywalk between the hotel side and the Conference side to pick up your badge, program, swag bag, parking sticker, honorarium checks as applicable, and other speaker details. **You must have your badge to gain access into all the sessions.** ***The Conference covers your Sheraton hotel parking regardless of lodging payment. Speakers will receive a parking sticker at the desk.
- As a speaker, you will automatically receive complimentary registration to the entire conference-no further action is required to receive this benefit.

AIRPORT & HOTEL REMAINING DETAILS:

Complimentary Airport Transportation:

- Details to be sent to signed up speakers via a separate communication

Hotel Confirmation Numbers:

- These reservation numbers will be sent to you as soon as we receive them from the hotel. Once you receive the confirmation number, you may reach out to the hotel to receive a credit card authorization form if you need it. *The Conference does not possess nor is allowed to distribute cc auth forms from the hotel.*

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 2,500 attendees in 2023, and each classroom is equipped to hold between 200-500 attendees.
- **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*).
- **Session Presentation:** Please **refrain from presenting from your chair/sitting at the front table** and stand while presenting instead. Presenting from the chair makes it hard for attendees in the back to hear and/or connect with the presenter.
- **Session Presentation:** When preparing for your talk, please organize your presentation so you **do not become slide dependent** to the point where you are simply reading the slides word for word. Attendees expect a variation of interaction, teaching, training, etc.
- **Victim Information:** 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.
- **Room Capacity:** It is exciting to see a room fill up to hear you speak! However, please try to refrain from encouraging attendees to come into the room, pull chairs slated for volunteers and sound, and pack against the walls. This places undue pressure on our room monitors when checking attendees in and enforce room control/room capacity parameters at the door.

Access to the **full Conference agenda** can be found [HERE](#)

Remember to help us spread the word about the Conference and YOU!

[Social Media Toolkit](#)

Downloadable PDF