The 18th Annual

Back to Basics

Workshop Presenter Guidelines
Saturday, February 17th, 2024 8:00AM-5:00PM
Co-hosted by and held at Pine River-Backus Schools

If you have any questions or concerns, please contact us at 218-587-2303 up until the day of the event;
call Michelle at 218-251-3165 or Nora at 603-682-7050 on the day of the event.
Note: This event takes place at the Pine River-Backus Schools which bans smoking, drugs, alcohol, and guns from the premises.

- **Check-In:** You will need to arrive at least 30 minutes prior to your first workshop session to be set up and ready to begin on time. Please check in at the Presenter Table in the Commons when you arrive – if we don't know you've arrived, we will cancel your workshop session. Event hours are 8:00AM – 5:00PM.

- **Assistance:** There are volunteers or staff located in the hall to assist you with any technology issues or questions before your workshop. Look for those in green B2B t-shirts.

- **Breaks:** Breaks are meant for participants to be able to visit the vendors, use the restroom, pick up some refreshments, and get to their next session. ***Please start & end your session on time.***

- **Handouts:** We encourage you to provide informational handouts and/or samples as appropriate. Please be sure that you have enough handouts for all participants in all workshops that you are presenting, as well as extras for possible walk-ins. HDT can make photocopies for you (up to 3 pages front and back per workshop). Your originals and instructions need to be received by HDT no later than ***February 9***. Your copies will be available for pick-up at the Presenter Table.

- **Presentations:** You may bring in your own laptop that can be hooked up with an HDMI cable to the screen in the classrooms. You can also save your presentation on a USB flash drive that can be plugged directly into the screen. If your presentation is saved on a USB flash drive it must be a Word or PowerPoint file.

- **Lunch:** Presenters will receive a ticket for a complimentary lunch. Snacks and beverages will be available throughout the day in the Commons.

- **Workshops:** You are welcome to attend other workshops when you are not presenting, at a cost of $8 per session. Please register for these **in advance** as sessions have a cap. If you attend workshop sessions, please be sure it does not interfere with your being set up and ready to present or cleaned up from presenting your workshop. (Rooms are used by multiple presenters.)

- **Wrapping Up:** At the end of the day, please return your nametag and Presenter Evaluation to the Presenter Table. Your stipend (less any fees due for vendor space, additional lunches, etc.) will be mailed to you after the event.

- **Advertising:** Although we advertise extensively, your promotion of the event in your circles (social media, emails, etc.) is incredibly valuable and encouraged.

- *If there is anything that you need during the day or in advance, please let us know!*