



www.mciac.org

Martin County Interagency Coalition PRESENTER & COFFEE SPONSOR GUIDELINES

We thank you, our coffee sponsors and our program presenters, for supporting the mission of the Martin County Interagency Coalition by presenting at one of our membership meetings. The following are some general guidelines to help you best plan for your role as Presenter or Coffee sponsor at the MCIAC monthly membership meeting.

Stuart Meetings:

When—the second Wednesday of each month

Where—at Children's Services Council, 101 SE Central Parkway, Stuart. Green building to the left of the Unity Church entrance

Time—8:30 AM to 10:00 AM

PRESENTERS:

- Please arrive at 8:15 AM to allow time to get set-up.
- Presenters will generally have 20 minutes to present with a 5 minute Q&A.
- Panel Presentations—If you are presenting as part of a panel your contact will notify you in advance as to how much time you have available to speak, this will vary with the number of people presenting on the panel, generally 5 minutes each for three panel presenters. This will be followed by time for Q&A after you speak.
- Power Point presentations must be sent to the MCIAC President 4 business days prior to the meeting to be uploaded and ready for your presentation when you arrive. E-mail your presentation to Chelsey Matheson at: cmatheson12@me.com.
- Please be sure to follow time queues from the meeting moderator to honor your presentation time frame.
- You may bring brochures to leave at the sign-in table.

COFFEE SPONSORS (at Stuart meetings only):

- Please arrive by 8:15 AM with morning refreshments. This allows attendees time to serve themselves before the meeting begins. Also—coffee sponsors are introduced and speak at the beginning of the meeting.
- You will have 5 minutes to speak, time is limited so we ask that you honor this time commitment and take queues from the meeting moderator when your time is up.
- As time is limited for coffee sponsors, please consider providing handouts in lieu of a Powerpoint. If you have a Powerpoint you must send it 4 business days prior to the meeting to the MCIAC Board President, Chelsey Matheson: cmatheson12@me.com to allow time to have your presentation uploaded in advance of the meeting.