



# Guidelines for MTA Presenters

## Workshop Content and Presentation

Presenters are encouraged to provide as much information as needed—including relevant examples from experience—to accurately teach the subject in the allotted time. Be sure to outline your objectives for the session, including what you plan to cover. If you have questions or need more information as to where MTA stands on issues, please refer to our Policy Platform. (*Simply visit [www.michigantownships.org](http://www.michigantownships.org); you'll find it under the Advocacy tab.*)

Be sure to build in time for audience participation and questions, but do not allow questions to detract from your overall presentation. Remember to repeat all questions so all attendees accurately hear what is asked. Our expectation is that presenters will respond to ALL member questions. However, we are cognizant that sometimes there is not sufficient time to answer all questions during or after the presentation. Further, we understand that some questions are very township specific, and others may require additional research. Nonetheless, our expectation is that presenters will connect with members left with unanswered questions within five (5) business days following the workshop. Index cards are available for this purpose; please check with your on-site MTA coordinator for details.

Please begin and end your session on time.

## Handouts

Handout materials are reviewed by MTA staff and should be submitted for reproduction as soon as possible, but **no later than one week prior to your first session**. MTA will notify you if we believe the material should be edited for content or length. If you plan to utilize a PowerPoint presentation, MTA can turn this into a handout, printed three per page with lines for notes (if 45 slides or less). Presentations containing more than 45 slides will be printed six per page. A standard MTA footer, indicating session title and presenter name will be added to all materials. Should you elect to photocopy and bring your own handouts, MTA will reimburse you at the rate of 4 cents per double-sided page, up to 15 double-sided pages.

## Presenter Recognition

Presentation cover and conclusion pages may contain, in addition to presenter name, organization information including address, telephone and facsimile numbers, and e-mail address. All presenters will be introduced at the start of each workshop. Please provide a brief biographical statement, including professional credentials and affiliations for introductory purposes.

## Promotional Materials

Presenters may distribute business cards to attendees, by request, or leave one piece of literature available for pick-up in the meeting room. Beyond this, presenters are asked to not bring with them and/or circulate any other promotional materials when speaking for MTA.

## Copyright and Reprint Permission

Presenters agree *not* to utilize copyrighted material unless written permission has been granted from the original owner of the work. MTA may provide handouts to unregistered members. (A small fee, if any, to cover reproduction and postage costs will be determined on a case-by-case basis.)

## For More Information

If you have any questions or concerns about your speaking engagement, please contact Shelley Tucker at (517) 321-6467, ext. 251, or e-mail [shelley@michigantownships.org](mailto:shelley@michigantownships.org).

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