



Our mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.



Presenter Playbook

2022 Parent & Family Engagement Conference



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Thank you for joining us!

Thank you for presenting at the National Head Start Association’s **Parent & Family Engagement Conference, December 12 - 15, 2022 in Dallas, Texas**. We look forward to working with you to bring high-quality training to Head Start and the early education community.

If you have any questions at all, please reach out to us: NHSAEvents@nhsa.org

See you in Dallas!

Team NHSA

Important Deadlines

Registration & Hotel Reservation	November 4, 2022
Handouts Due	November 4, 2022
Presenter Information Webinar	November 1, 2022

Conference Registration

Conference registration is required for all lead and co-presenters. NHSA does not pay an honorarium or reimburse expenses. Travel and hotel information can be found on our website. To register as a presenter, visit: go.nhsa.org/Parent

Lead Presenters	Complimentary
Co-Presenters (Maximum of Two)	\$165

Hotel Reservation

Hotel reservations are made after the registration process. Your confirmation email will include a link to the hotel portal.

Session Types

- **Pre-Conference Special Track**
Length: 8 hours
Setup: Rounds or Classroom
- **Pre-Conference Training Seminar**
Length: 3 hours
Setup: Rounds or Classroom
- **Education Session or Workshop**
Length: 1 or 1.5 hours
Setup: Rounds or Theater
- **Pop-Up Talks**
Length: 15 minutes

Presenter & Presentation Guidelines

Presenter Guidelines

- Provide a high-quality presentation on the agreed topic.
- Share your presentation with us in electronic form for distribution to attendees before the conference.
- Speaker substitutions are generally not allowed. If you need to cancel, please let us know as soon as possible along with suggestions for an alternative speaker who can stand-in for you.

Presentation Guidelines

- Slides should be readable for attendees all the way at the back of a large room. Please use a font size of at least 22pt.
- Sessions can not go over the allotted time. Please time yourself to ensure your presentation fits your session length.
- Presentation style and substance make all the difference! Please read this *Harvard Business Review* article: "[How to Give a Killer Presentation](#)."
- Feedback is essential for professional growth and conference success. Please include the review slide (provided by NHSA) at the end of your powerpoint as a reminder for attendees to take the review survey. Personal survey results will be shared with presenters a week after the conference ends.

A/V Equipment & Support

NHSA will provide a standard audio-visual set-up in each session room, including:

- Screen
- LCD projector
- Cart and sound system
- Wired hand-held microphone
- Ability to play sound from your laptop

NHSA does not provide a computer. Please bring your own laptop to the session. If you plan to use a Mac or iPad, please make sure to also bring your own cables or adaptors for use with standard projectors.





Dress Code

Please wear business casual or business professional clothing.

Cancellation Policy

If you need to cancel your session, please contact Kadejah Omokaro, komokaro@nhsa.org, as soon as possible. It is important to notify us immediately. While we understand scheduling conflicts are sometimes unavoidable, your prompt notification will enable us to adjust as necessary with minimal inconvenience to attendees and wait-listed presenters.

No-Show Clause

NHSA takes pride in our high-quality conferences content and speakers. Therefore, NHSA will make note of any “no-show” speakers who skip their sessions without informing NHSA. Not showing up for a session may result in NHSA not accepting speakers at future events.

Digital vs. Printed Materials

Please upload your presentation materials and handouts at <https://go.nhsa.org/Presenter-Handouts> so attendees can access them from NHSA’s official conference app. NHSA cannot distribute printed materials before or during the conference. If there are any print materials you wish attendees to have, feel free to print and bring enough to distribute during your session. NHSA does not offer printing services on-site, so any printing must be done off-site or by a third-party.

Questions?

Contact us: NHSAEvents@nhsa.org

Highlighting Your Presence

Spread the word about your session on social media or via email! Below are sample posts you can cut, paste, and customize as you see fit. We've also attached a graphic that can help draw attention to your posts. Be sure to tag NHSA on social media so that we can amplify your posts.

Twitter: [@NatlHeadStart](https://twitter.com/NatlHeadStart)

Facebook: [National Head Start Association](https://www.facebook.com/NationalHeadStartAssociation)

LinkedIn: [National Head Start Association](https://www.linkedin.com/company/national-head-start-association)

Sample Tweets

- Want to learn more about how #HeadStart parents, families, and staff promote family engagement and children's development? I'm excited to lead a workshop on _____ at [@NatlHeadStart](https://twitter.com/NatlHeadStart)'s #Parent22. Join me! <https://go.nhsa.org/Parent>
- Want to learn more about how #HeadStart programs address the wellness needs of children, families, and staff? I'm excited to lead a workshop on _____ at [@NatlHeadStart](https://twitter.com/NatlHeadStart)'s #Parent22. Join me! <https://go.nhsa.org/Parent>

Sample Facebook Post

- Learn more about how #HeadStart can address the wellness needs of children, families, and staff at the National Head Start Association's Parent & Family Engagement Conference. I will be leading a workshop on _____ and would love to see you there! Join me! <https://go.nhsa.org/Parent> #Parent22

Sample LinkedIn Post

- Learn more about create environments where #HeadStart children can flourish. I will be leading a workshop on _____ at the National Head Start Association's 2022 Parent & Family Engagement Conference. Join me! <https://go.nhsa.org/Parent> #Parent22

Sample Email

Dear _____,

I am inspired by your commitment to ensure that every child, regardless of circumstance at birth, has the opportunity to succeed. In today's evolving world, it is important to address the changing needs of Head Start children, families, and staff.

Leaders from across the country are meeting in Dallas, Texas for the [National Head Start Association's 2022 Parent and Family Engagement Conference](https://www.nhsa.org/conferences/2022-parent-and-family-engagement-conference) in December to discuss the importance of parent and family involvement in school.

I will be leading a session on _____, and I would love to see you there! Let me know more information would be helpful and thanks for considering this opportunity!

Sincerely,

