



## 2017 NaBITA Annual Conference Concurrent Session FAQs

Click [here](#) to access the Call for Programs (CFP).

**Q. When is the Call for Programs submission deadline?**

A. The Call for Programs submission deadline is July 15, 2017. This allows the Program Committee appropriate time to review submissions and confirm presenters. NaBITA will not accept submissions after July 15, 2017.

**Q. Do I need to be a current NaBITA member to be a presenter at the conference?**

A. No, it is not a requirement to have an active NaBITA membership to present at the NaBITA Conference. The Conference is open to both members and non-members. Members receive discounted registration rates so if you are considering a membership, please find more information [here](#).

**Q. How should I submit my proposal?**

A. Please submit everything by e-mail to [conference@nabita.org](mailto:conference@nabita.org). Your program will be evaluated by several Committee members who are geographically dispersed, so please submit proposals electronically.

**Q. What are the selection criteria?**

Selections are based on the following criteria:

- Relevance to the topics of behavioral intervention, mental health, violence prevention, threat assessment, model programs, and case management
- Completeness, detail and professionalism of the proposal
- Evidence - based, promising and innovative model programs/practices are welcome
- Engaging format, presenters and/or concepts

**Q. When will I find out if my program has been selected?**

A. NaBITA will notify all program applicants of its decision via email no later than August 4, 2017.

**Q. If my session is accepted, do I have to register for the conference?**

A. Yes. There are no waived or reduced registration fees for concurrent session presenters. Please note that the conference earlybird registration deadline is September 8, 2017. The regular registration deadline is November 3, 2017.

**Q. When do I need to submit my presentation final materials to NaBITA?**

A. Presentation materials will be due on or before September 25, 2017. This allows presenters up to 7 weeks to create and submit any slides and presentation materials. NaBITA makes session materials available to attendees online in advance of the conference. The conference committee requests materials well in advance in order to provide ADA accommodations to attendees. Your assistance is greatly appreciated.

**Q. Can multiple presenters submit a single proposal?**

A. Yes, multiple people can present a session together. Please be sure to note the names and contact information of all participants in the program submission.

**Q. To which audience and at which level should my presentation be geared?**

A. The NaBITA conference is designed to allow participants to follow presentations in three tracks based on an individual level of sophistication: basic, intermediate or advanced. We value programs directed to our general audience as well as those particularly geared towards a specific track or tracks. Participants can also choose presentations based on a particular area of interest: mental health, law enforcement, legal issues, case management, assessment and management of the BIT, and community colleges. Please include in your proposal what track(s) and area(s) of interest your presentation will cover.

**Q. Can I have an audio portion in my presentation?**

A. You are welcome to present video or audio clips as part of your presentation. However, please note that audio equipment will not be provided for you by NaBITA. Presenters have the option of bringing their own audio devices or contacting the Hyatt Regency San Antonio Riverwalk AV Staff to contract audio equipment rental directly, at your own expense.

**Q. What type of equipment will be available for the speakers to use during the session?**

A. Every session will be equipped with a laptop or tablet, LCD projector and screen. The presentations will be pre-uploaded onto the equipment for each session. It is also possible to request an easel with paper (20x23) and markers. Please make note of this request on your Call for Programs submission.

**Q. Will there be Wifi in the session room?**

A. Yes, all session rooms will be equipped with Wifi. Connection instructions will be provided on-site.

**Q. How many people will attend my session?**

A. There will be multiple concurrent sessions taking place during each time slot. As attendees have the option to choose between an average of 5-8 sessions, there is no way to predict exactly how large of an audience your presentation may have. However, session rooms have the capacity to comfortably accommodate 60 people, and 30-50 has been a consistent average in past years.

**Q. Is a PowerPoint required?**

A. No, this is not a requirement, however we recommend providing a handout or other materials for attendees in lieu of a PowerPoint. If your program is unique and not suitable for a PowerPoint, be sure to explain why in your program submission.

**Q. Can I submit my PowerPoint at the last minute on a flash drive or show it on my own computer?**

A. NaBITA recognizes that there may be needs for updates or last minute changes between the materials submission deadline and the presentation itself. Please submit materials by the September 25<sup>th</sup> deadline to ensure attendees have an opportunity to access information about your session in advance. Presenters can connect their personal computer to the projector VGA cables, but please note that it is the responsibility of the presenter to provide any necessary connection adapters specific to your computer. Please email any updated files to NaBITA so we can make the necessary changes to the conference materials website, either in advance of or after the conference.

**Q. What are the format requirements for presentation materials?**

A. Please submit all PowerPoint presentations in PPT format. There are no specific template requirements or guidelines. If you represent an institution or company, you are more than welcome to use the institution or company's style format (color, fonts, logos) in your presentation.

**Q. Is it possible to choose the date and time of my presentation?**

A. In order to provide a variety of topics during each session, NaBITA reserves the right to assign date and time of each presentation session. Thank you for understanding that specific date/time requests or changes to the schedule cannot be accommodated.

**Q. What type of access will attendees have to my presentation materials?**

A. All conference presentation materials will be available for conference attendees to view and download via a private materials webpage (password required) one week in advance of the conference and several weeks following. In addition to this, conference attendees will be provided a flash drive upon conference check-in which contains all presentation materials and additional resources. NaBITA may also choose to include conference presentation materials as part of its member resource library.

If you have additional questions regarding the submission process, please contact NaBITA at [conference@nabita.org](mailto:conference@nabita.org) or by phone, at 484-321-3651.