

Speaker Guidelines

2023 Wichita Property Tax Conference

The Workshop is meant to be an *educational forum where speakers and participants engage in a meaningful exchange of ideas and opinions*. All presentations should emphasize the "why" as well as the "how" and must be tied to property evaluation. Speakers are expected to "present" their material, rather than read it, and speakers and moderators are encouraged to work closely in this regard. In addition, speakers must adhere to the time frame allocated by the moderator to ensure adequate time for all presentations and questions.

The guidelines listed below are designed to help make this experience a good one for both speakers and participants, and are the result of 50 years of experience and the suggestions of both past speakers and participants. These are general guidelines and may need to be altered for a particular program segment. Alterations should be agreed upon in advance by the speaker(s) and the designated moderator(s).

Media Requirements

- All rooms used for workshop presentations are equipped with a Windows-based computer connected to a video data projector for PC-based presentations (i.e. PowerPoint, Excel, etc.), an internet connection, an overhead projector, and a VCR. Please specify which of the media equipment you plan to use.
- The morning of your session, bring your presentation on a flash drive to the Registration table in Hubbard Hall. Melissa Donham will copy your presentation to the appropriate seminar room and it will be ready when you start the session.
- If you are not able to use a flash drive, please email Melissa.Donham@wichita.edu the night before.
- Your presentation and any extra slides you give to Melissa Donham will be loaded to the WHOVA app during or right after your presentation.

Travel and Lodging

- Speakers are expected to make their own reservations, which can be made either on-line or by phone.

If you have any questions about content, please do not hesitate to contact the moderator of your session.

Questions regarding media equipment should be directed to

Melissa Donham at meldonham@gmail.com or 316-978-5148.

Slides: *Please use the Conference Template provided*