

Details for Diamond Expo presenters

We look forward to your presentation for the Diamond Expo on August 25. Our group loves practical, insightful information that will help them attain their ultimate goal - well-matched employment. Please let us know if there is additional background information that may assist you in getting your message across. This is an all-inclusive event, embracing members of all ages, faiths, nationalities, occupations, political viewpoints, and race. Please respect these considerations in your presentation.

Meeting Location:

Fellowship Center of LifeBridge Christian Church. 10345 Ute Highway (west of US 287 on Hwy 66). Longmont, CO. Enter the main lobby through the southwest doors between the three white pillars.

Logistics

No later than Aug 24

- Send your presentation via email to your champion who will preload it onto the projection laptop in your room before the expo begins

20 minutes before your schedule time:

- Meet your champion at the LongsPeakNet table in the foyer/entrance. They will assist you with carrying items from your vehicle, setup, beverage, and seating.
- Sound check. We use a wireless lapel microphone that is best located at chest level. The transmitter has a belt clip. These considerations might influence your choice of clothing. We will work with you to make it as comfortable as we can and will adjust the sensitivity to match your projection. We also have a wireless handheld microphone, but have found the best method is for you to repeat the question rather than us attempt to walk the handheld microphone to the member.

On the hour of your presentation:

- Program starts. Your champion will introduce you with the bio you provide, hand out your materials to the audience, and collect the feedback forms.
- There are 45 minutes for your presentation and Q&A.
- Adjourn to open house room for open networking time with jobseekers. This is also a time for you to take questions one-on-one or in small groups, and to answer inquiries about your services.

The room is set up in a classroom configuration with 140 chairs. It includes a ceiling-mounted projector and very large screen, complete audio capabilities, and wireless Internet access. We are equipped to display YouTube videos and other web-based content during your presentation.

Before the meeting

- **Handouts and supporting materials:** Our members appreciate having paper copy. However, some presenters do not want their material to be distributed in paper form. Let me know if you approve of distributing your material in paper form. Do you want to provide the paper copies, or shall we? Please send the Powerpoint or PDF file via email by August 23 if you want us to make copies. Some presenters prefer to provide their own copies with their logo and contact info.
- If your presentation includes having sound from your PC (like a video), please let us know ahead of time so that we will have the necessary cables.

After the meeting

- If you approve, we will upload your presentation in pdf format to the LongsPeakNet.org website for members to retrieve later.

We are looking forward to your presentation and networking.

