



ICAR-US

Institute for Community & Adolescent Resiliency – Unifying Solutions
Home of Integrative Youth Development (IYD)

Guide for Hosting ICAR-US Presenters

Lodging

When making lodging arrangements, a hotel in a safe location and close to the venue is preferred, ideally with a "clean hoot" policy, which means that it is pornography free. Please book a non-smoking room. If presenter arranges the lodging, your local recommendations are welcome.

Transportation

While presenters typically prefer to make their own flight/travel reservations, details can be negotiated during the event's planning process. Transportation will be made by the least expensive means possible, and it may include transportation to and from the airport, air travel, rental car, baggage charges, etc.

Meals

The presenter can either charge you a per diem rate on meals or be reimbursed for actual expenses. Our presenters are frugal and responsible with your money and will do their best to eat modestly.

A/V Requirements & Set-up

We understand that every venue is different. The presenter will discuss the equipment, resources, and options for room layout with you during the planning process. We prefer that the site host provide the basic presentation equipment, however, presenters may be able to bring their own sound and projector systems to the site.

*Special Note: Thirty minutes prior to an event should be reserved for meeting hosts and guests, getting familiar with the venue, and addressing any last minute details. Whenever possible, **someone with a solid knowledge of all equipment and systems should be available to support the presenter and assure that all technology is working as planned.***

- **Sound System**

With audiences larger than 40 people, a microphone is necessary for everyone to be able to participate. Ideally, a wireless lavalier (lapel) microphone will be available. However, our presenter can work with almost every kind of sound system (e.g. megaphone, blow horn, hand held microphone, wired lavalier, etc.).

- **Projection System**

Please provide an LCD Projector and screen. Presenters use their own computers, which are commonly compatible with all newer projection systems.

Important: The projector should be bright enough (sufficient lumens) to be viewed easily with the lights on in the room and, if possible, with the window shades open. Screen/image size should be large enough to be viewed easily from any part of the room.



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Guide for Hosting ICAR-US Presenters, continued

Room Set-up & Other Needs

No matter what the audience size, our presenters get audiences to MOVE. Our presenters work closely with their audience and need to be able to move among the audience members. Although this may create some logistical issues, all venues have found it to be worth their trouble.

Press Interviews

When time and circumstances allow, our presenter is willing and able to participate in pre- or post-event interviews with local or national media (print, radio, television, internet, etc.). Advance notice is not necessary, however, it is more beneficial to discuss your desired outcomes before an interview with the press. If requested, our presenter will provide materials and can support local organizations in the preparation of press releases for your event.