



# **CAMP GWC**

— Growing With Children —

**Saturday, April 6, 2019**

Wichita's Largest Early Childhood Conference  
Central Community Church - 6100 W. Maple, Wichita KS

## **PRESENTER INFORMATION PACKET**

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# Presenter Information

Growing With Children – April 6, 2019

## About Growing With Children:

Growing with Children is an annual conference geared toward early childhood professionals. Last year we had over 300 attend! Attendees range from Center Teachers and Directors to Family Child Care Providers, Elementary School Teachers, Parents and more! Once again we will have our camp/outdoor theme and have exhibitors, games, door prizes, raffles, and catered lunch.

## About the Training:

We want this to be a fun opportunity for our guests! Make sure that your title, content, and presentation are fun, interesting, and informative. All Growing with Children Trainings must last 2 hours in length and be approved for this amount of time. Two hour trainings do not have a scheduled break. You can expect between 3 and 60 participants in your session. We assign rooms based on AV needs, session RSVPs, and try our best to keep presenters that present multiple sessions, as well as tracks in the same room all day. As a result, room assignments are typically not available till the final week before the conference. You may call us at any time to know your current registration count. As a presenter, you will be able to review your evaluations once you return to the presenter table. If copies of these evaluations are needed, we can provide them the following week.

## Approvals:

Please indicate on the training form if your training has a current, valid approval. If not, we can help you with the approval process. This will mean some extra paper-work that will be provided to you upon confirmation. Approval takes up to three months so all approvals are due no later than 12/21/18. Please be prepared to work directly with a Child Start staff person to complete. You will be able to use your approval number for other opportunities for up to 5 years.

## Presenter Lunches:

Lunch is available to presenters from 11:15 am to 1:45 pm. Lunch will need to be pre-selected. Lunch is available for presenter and one co-presenter. More information to come. Indicate interest on the presenter form.

## Access to Conference Sessions:

Presenters are welcome to attend Growing With Children Sessions when not presenting. You will need to register for each session you want to attend (Free). You will receive a certificate



for the sessions you attend and are eligible for a certificate for the training you present. Access to conference sessions is available for presenter and one co-presenter. More information to come. Indicate interest on the presenter form.

### Copies & Supplies

Please note that Child Start is unable to provide copies or supplies for the event. It is recommended that you limit or eliminate handouts and instead provide links to the information as part of your presentation. Sessions may have as few as 3 people and as many as 60 people which can add up fast. We will notify you of your current registration numbers the week before the conference. Large post-it sticky sheets will not be supplied.

### Audio/Visual/Wi-fi/Videos in Powerpoints

Please indicate all audio/visual needs on your training form and double check your confirmations. We will be unable to make additions to AV as we approach closer to conference time. We do not support any MAC/Apple devices at this time. Please make sure that any AV you supply is in working order as we may not have backups available. There is Wi-Fi available through the church, but it may be unreliable the day of the conference so download all videos and web resources you need and bring on a jump drive. Instructions for embedding videos for offline use in powerpoints can be found on youtube.

### Conference Bag Inserts

As a presenter you may include one flyer or item in the participant bags. Limited to main presenter only. Indicate interest on the presenter form.

### Honorariums

Please indicate your honorarium preference on the presenter form. Please keep in mind this is a fundraiser for Child Start's Child Care Resource & Referral (CCR&R) program. Child Start is a 501(c)(3) non-profit organization. An in-kind donation receipt for tax purposes can be awarded upon request. All paid honorariums will need to present Child Start with a new w-9 form. Honorariums only available to main presenter.

### Exhibiting

If you selected to have an exhibit booth in lieu of honorarium, you will receive one standard exhibit space. You can upgrade your space for regular cost. You must complete an exhibitor packet in order to reserve your spot. You may want to consider staffing your table while you are presenting. Your exhibit space will cover yourself and one other. This person will receive a lunch. Indicate interest on the presenter form.



## Schedules:

### **General Conference Schedule:**

7:00-8:00 Registration  
8:00-10:00 Session 1  
10:45-12:45 Session 2  
12:45-1:45 GWC Lunch  
1:45-3:45 Session 3

### **Presenter Schedules:**

#### **Session 1:**

Check-in at Presenter Table: 7:15 am-7:30 am  
Access Room for setup: 7:15 am-7:45 am  
Doors Open to Participants: 7:45 am-8:00 am  
Session Starts: 8:00 am  
Session Ends: 10:00 am  
Training Tear Down: 10:00 am - 10:15 am  
Check-Out at Presenter Table: Till 10:25 am

#### **Session 2:**

Check-in at Presenter Table: 9:45 am – 10:15 am  
Access Room for Setup: 10:15 am – 10:30 am  
Doors Open to Participants: 10:30 am – 10:45 pm  
Session Starts: 10:45 AM  
Session Ends: 12:45 PM  
Training Tear Down: 12:45 pm - 1:00 pm  
Check-Out at Presenter Table: Till 1:10 pm

#### **Session 3:**

Check-in at Presenter Table: 12:45 pm-1:00 pm  
Access Room for Setup: 1:00 pm – 1:30 pm  
Doors Open to Participants: 1:30 pm-1:45 pm  
Session Starts: 1:45 pm  
Session Ends: 3:45 pm  
Training Tear Down: Till 4:00 PM  
Check-Out at Presenter Table: Till 4:10 pm



**Please note, there are very tight turn-around times. Please limit displays and materials and respect the previous/next presenters set-up/tear down times.**

*Assistance on the day of the conference:*

**Presenter Runners** – At the presenter check-in desk you will meet your Presenter Runner. They can help you unload, load, setup and tear down. They will stick around till right as your session begins to ensure you have everything you need and arrive 10 minutes before your session ends to help you tear down.

**Assistants** – These volunteers will remain in your session and can help distribute materials or wave down Child Start staff if there is any issues. Most Assistants are seeking professional development hours so feel free to include them in any group activities. They will be ensuring that participants are in the correct room, receive and complete evaluations, and provide participants proof of attendance.

**AV** – These volunteers are responsible for all AV and will move from room to room to help set-up, take down, and move AV as well as troubleshoot if needed. **Please make sure you have indicated all of the AV you plan on using on your training form!** We have limited availability of laptops, speakers, whiteboards, projectors and screens.



# Presenter Information Form

## Basic Information (Completed per Presenter, Max 2. Make copies as needed):

Presenter Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Facebook to tag: @ \_\_\_\_\_ Twitter Handle: @ \_\_\_\_\_

Brief Bio (100-150 words):

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## Other Information (Only completed once):

**Honorarium:**  \$50.00  \$ \_\_\_\_\_  Waived in lieu of free exhibit space  
 Waived as a courtesy - *Waived honorariums are appreciated. Time may be considered a donation to Child Start, a 501(3)(b) non-profit organization.*

**Honorarium Paid To:**  Self  My Organization  Other: \_\_\_\_\_

**Number of Unique Sessions Interested in Presenting at:**  One  Two  Three

**Preferred Training Time Slot(s):**  8:00 am -10:00 am  10:45 am – 12:45 pm  1:45 pm – 3:45 pm

### Benefits:

- Presenters are welcome to attend any sessions for free. More information once registration is open. Available to co-presenters as well.  
 I would like more information on this.  I am not interested.
  - Presenters are welcome to eat lunch for free. Lunch will be served from 11:15 am – 1:45 pm. Available to co-presenters as well.  
 I would like more information on this.  I am not interested.
  - Presenters are welcome to have materials placed into participants welcome bags.  
 I would like more information on this.  I am not interested.
  - Presenters are welcome to have an exhibitor table in lieu of honorarium. This is only valid for the standard exhibitor fee.  I would like more information on this.  I am not interested.
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# Training Information Form

Please complete for each training

**Presenter Name(s):** \_\_\_\_\_

**Training Title:** \_\_\_\_\_

**Description:**

25 to 50 words – maximum of 250 characters. Attach separately if needed. This description will be used to promote the session in the conference brochure and may be used for KDHE approval if needed. Please be certain the description accurately reflects the session content and brings excitement so attendees want to register for it.

**Audience: (Select all that apply)**

- Directors/Administrators/Supervisors
- Center/School-Based Teaching Staff
- Family Child Care Providers
- Parents
- People new to the field
- Experienced professionals

**For those that care for the following ages:  
(Select all that apply)**

- Infants
- Toddlers
- Preschoolers
- Kindergarteners
- School-Age

**Does this training have a current KDHE or Child Care Aware of Kansas approval?**  Yes  No

**If Yes: Approval Number:** \_\_\_\_\_ **Number of approved Hours:** \_\_\_\_\_

**If No:** We will work with you on completing and submitting approval paperwork.

**Audio/Visual Needs:** Must select one response per row!

	None Needed	Bringing Own	Child Start Provided
Projector/Screen*			
Laptop			
Speakers			
White Board/Markers			

\*Some rooms will be projected through TV screen. All PCs are Windows Based. No Connections for Apple Products. Limited availability on the above items.