



Office of
Victim Services

OVS 2019 Conference: Presenters Webinar

August 28, 2019

Presented by:

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Overview

- Workshop Structure
 - Sessions Overview
 - Room Set-Up
 - Equipment Provided
- Presentation Materials *Due to OVS **November 1, 2019** COB*
- Conference APP Integration
- Allowable Travel Expenses
- Reimbursement Process
- Q & A



Important Reminders:

Complete your VIP registration – ALL presenters must register by **August 31st**

Make hotel room reservation(s) ASAP – space is VERY limited

Workshop preference survey – For attending sessions other than yours

Workshop Structure

Session Overview

- Sessions are expected to run **75** minutes
- Sessions **MUST** start within **5** minutes of schedule and end **10** minutes before scheduled end time
- OVS staff will:
 - Greet and welcome attendees
 - Open workshop
 - Be available to troubleshoot if needed



Note: The 75 minute workshop structure within a 90 minute window is done on purpose and is a result from direct feedback at previous OVS conferences. Please adhere strictly to this schedule (starting within 5 minutes and ending with 10 minutes left).

Workshop Structure cont.

Presenters MUST:

- Introduce themselves
- Provide trigger warnings (MANDATORY)
- Build into presentation time for Q & A
- Remind attendees to complete evaluations (links available via the conference APP)



Note: Trigger warnings are also a direct result from feedback at previous OVS conferences. ALL workshops are REQUIRED to provide a trigger warning. In addition, OVS and the Albany Hilton will provide a quiet room for guests who need a break and a quiet safe space.

Workshop Structure cont.

Room Set-Up:

- Theatre Style
- Up to 75 Attendees



Note: Some sessions may have more attendees than others due to attendee date of arrival.

Workshop Structure cont.

Standard Equipment Provided

- Projector
- Projector Screen
- Handheld microphone(s)
- Speakers
- Wi-Fi
- Tablet with Presentation Pre-Loaded*



Note: Presentations pre-loaded will be those submitted by November 1, 2019. Modified presentations (post 11/1) are the responsibility of the presenter and must be brought to conference via flash drive.

Presentation Materials

- Final electronic version of all workshop materials are due **Friday, November 1, 2019** COB
- Acceptable Files: PPT, PPTX, PDF, DOC, DOCX, XLS and XLSX*
- Submit materials via [DropBox](#) - ONLY primary presenter (person who submitted original workshop proposal) may submit materials
- If printing is desired, presenters MUST upload document(s) via [DropBox](#) AND email rachel.gentile@ovs.ny.gov with instructions
- Any updates made to presentations after November 1, 2019 must be brought to the conference via flash drive



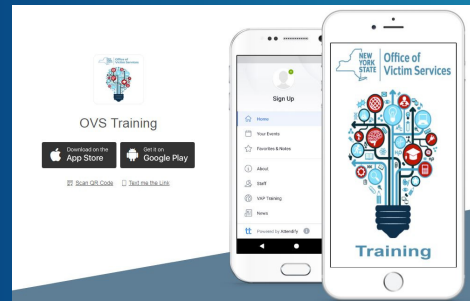
Note: OVS is HIGHLY encouraging the use of electronic documents integrated via the OVS Training App instead of paper handouts. If your presentation still requires printed materials, please indicate so and submit all documents by November 1, 2019.

*Microsoft Go Tablets available use a Windows 10 Pro operating system; if building presentation with a different operating system (Linux, Mac, etc.), PDFs are recommended.

Conference APP Integration

APP will have for each workshop:

- Presentation materials (if sent by 11/1 COB)
- Location of workshop
- Workshop presenter link
- Workshop evaluation link (Survey Monkey)



Note: The **OVS Training App** will be used for access to exclusive event content, workshop session details, maps and up-to-the-minute information. Please download and use the app as it is a great way to access and communicate with conference attendees before, during and after the event. In addition, please encourage all participants to use the app for accessing evaluation links within your presentation session.

Allowable Travel Expenses

- Reasonable transportation BY Common Carrier (train, bus, airplane, subway, etc.)
- Transportation TO and FROM those modes of transportation
- Mileage reimbursement (53.5 cents per mile)
- Tolls



Note: Hilton Albany offers complementary shuttle to and from Albany International Airport and Rensselaer Amtrak Train Station

Reimbursement Process

- Submit *Claim for Payment Form* along with electronic copies of all receipts by Friday, **December 20, 2019** COB
- Submissions must be submitted via email to training@ovs.ny.gov
- OVS will approve and process payment (check) within 30 days of claim submission



Note: Due to the end of year holidays, processing time may be slightly delayed.

Reimbursement Process

Claim for Payment Form

- Only “Vendor Information” section required
- Itemize expenses i.e. taxi on one line, train ticket cost on another, etc.
- Signature **REQUIRED** in order to process

Questions?

Thank you for participating in the OVS 2019 Conference!



Note: If you haven't done so already, please remember to **register** for the conference as a VIP guest, **book** your hotel room and **complete** your workshop preference survey ASAP.