

## State/Provincial Presentation

Every attending agency will be asked to give a short presentation during the conference.

The presentations cover topics like recent innovations, new training concepts, disappointments and/or current needs in your training environment.

This presentation should be given by the Director of your academy or a designated representative.

The presentation should be 15-20 minutes in length.

Speaking time may be divided among multiple speakers from the same academy if desired, but must be held within the designated time period.

## Handout Materials

Copies of handout materials or documents must be prepared ahead of time, and either brought with you or shipped in advance. There will not be facilities at the hotel to make an adequate number of copies during the conference.

When providing copies, **50 copies** should be a sufficient number to cover all of the attendees.

For those who wish to ship their handouts in advance, please ship them to:

**Lt. Troy Mclees or Valerie Padilla**  
**Wyoming Highway Patrol**  
**5300 Bishop Blvd**  
**Cheyenne, WY 82009**  
**USA**

The materials must arrive no later than **June 3, 2011** in order to have them available at the conference. Please note that the conference is being held at a different location, so timely arrival of materials is important.

## SPPADS Traditions

**Business Cards** – Bring plenty of business cards to distribute among all of the attendees, and for use when requesting materials and follow-ups from the conference presenters.

**Department Memorabilia** – Items like shoulder patches, lapel pins, key chains, pens and more can be distributed to other attendees and/or traded during the conference.

**Gift Exchange** – Everyone is encouraged to bring one nice gift from their agency to exchange with another member as part of a gift exchange conducted during the conference. The gifts should be related to your state or provincial agency. On average, the retail value of such gifts is in the \$25 to \$50 range.

No western stuff for the Wyoming Folks.....We get enough of that stuff.