

National Leadership Summit

Presentation Criteria and Guidelines



Thank you again for agreeing to present at this year's Recovery Leadership Summit. Presentation criteria and guidelines have been created to assist all presenters at RLS 2020 to prepare and finalize their presentations. Should you need any additional assistance, please contact [Joseph Hogan-Sanchez](#) or [Marianna Horowitz](#).

Presentation Template

It is preferred that your presentation be prepared using the Faces & Voices of Recovery PowerPoint template.

This template can be [downloaded here](#).

Language

Faces & Voices of Recovery requests that presenters refrain from using terminology that perpetuates stigma surrounding those with substance use disorders or living in recovery:

Positive, Person-first language	VS	Instead of:
Person with a substance use disorder		Addict or alcoholic
Physically dependent to or a person using "X"		Addicted to "X"
Person in recovery		Former addict, junkie, etc.
Substance Use		Drug/Substance Abuse or Misuse
Not actively using substances or in recovery		Clean or sober
Recurrence of use		Relapse
Multiple pathways of recovery		Multiple pathways to recovery

Additionally, we recommend reading the pamphlet Advocacy with Anonymity prior to crafting your presentation, which you can download [here](#).

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Audience Engagement

Remember your audience. The Summit's attendees are key leaders and members of the Association of Recovery Community Organizations (ARCO), Substance Abuse and Mental Health Services Administration (SAMHSA) recovery grantees, Addiction Technology Transfer Center (ATTC) Network staff and Single State Agency (SSA) representatives.

We encourage engaging presentations using our virtual platform. Consider these ways to engage your audience:

- Polls
- Open-ended questions
- Virtual hand-raising
- Breakout-rooms
- Whiteboards

Additionally, best practices for engaging your audience can be found [here](#).

Movie Clips or Sound Files

If you have movie clips or sound files in the PowerPoint presentation, please embed them in the PowerPoint and submit them separately. This will help cover all potential technological challenges

Remember to remind the Faces & Voices team during your dry run that you have clips or sound files so that we can include that in that dry run.

To ensure a complete and effective presentation every time here's what to do:

- Create a folder for your presentation.
- Place or copy every file that is used in the presentation in this folder. This will include all pictures, movies, sounds or any files that are used in the presentation.
- Now re-create any links so that they access this presentation folder (Insert, Movies and Sounds, From File). Remember to resave the presentation.
- To copy your presentation, you should now include the entire folder, complete with all files that it will access via the links. This will ensure your presentation is saved & viewed successfully and as intended.
- Another advantage of this approach is that you have access to the original files such as video clips etc. in the event of PowerPoint problems.

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