

2026 WINTER TRAINING INSTITUTE – ATLANTA, GA
March 1 – 4, 2026

QUICK GUIDE IN-PERSON SESSION SPEAKERS

Overview

First and foremost, thank you for your interest in being one of our reputable speakers at the American Probation and Parole Association's (APPA) [2026 Winter Training Institute in Atlanta, GA](#). This document outlines a timeline for your preparation, deadlines, onsite requirements, suggestions, etc. If you have any questions after you've reviewed this document, please contact Joshua Nelsen jnelsen@csg.org at your convenience.

Required Pre-Training Institute Preparation

- To confirm your attendance for the session, submit a response to [this survey](#) by: **Tuesday, December 16th**.
 - Only one confirmation needs to be completed per session.
- Schedule details will be provided in mid-January.
- All presenters must be registered for the training institute, whether for a single day (faculty-only) or the full institute. **Register for the training institute [here](#) and book your travel and lodging accommodations [here](#).**
 - All presenters will incur a single day faculty registration fee of \$265, even if you are attending your session only.
 - For lodging at the host or overflow hotel, Block A is for government employees only, and Block B is for non-government employees.
- Provide a headshot and bio by: **Thursday, February 5th**.
- Workshop title and description changes cannot be made after **Thursday, February 5th**.
- It is optional but **strongly recommended to provide a final copy of any resources** to Joshua Nelsen jnelsen@csg.org by **Tuesday, February 17th**.
 - Communicate if there are any handouts or slides you would like to make available on the mobile app for all attendees to access—this deadline is the same as your presentation.
 - Updates to your presentation can be submitted on or before the deadline listed above.
 - Refrain from using copyrighted or trademarked material.
- Test all videos for their functionality.
- If necessary, provide an audience trigger warning/sensitive content. We do not want to cause secondary trauma/vicarious trauma; please be careful with descriptive language.

Room Setup

- The following room set-up will be provided:
 - LCD Projector and Projection Screen
 - Speakers
 - Clicker
 - Classroom or theater seating with head table
 - Podium with a microphone
 - One flip chart with markers
- **Laptops** will **NOT** be provided, and you will have limited Wi-Fi. You are responsible for bringing your own laptop and its power cable.

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- Once you have access to the event mobile app, navigate to the 'Maps' menu to view the venue maps.

Required Onsite

- **Arrive at your designated meeting room 20 minutes prior** to the session's start time. A presenter may be using the room when you arrive; any previous session should conclude 15 minutes before the start of your session.
- If for any reason you are unable to speak during your session, please communicate this as soon as possible with Joshua Nelsen.
- Please be mindful and do not chew, eat, or use your phone (unless to glance at your notes).

Suggestions

- Leave time for questions at the end of your presentation.
- The less wordy your slides, the better.
- Practice your presentation to ensure all material can be covered.
- **Engage with audience members.** Ways to do this:
 - Present relevant scenarios, provide correct/incorrect ways to approach the situations, and explain successful methods to overcome the challenges.
 - Insert a call-to-action motivating execution of subject matter.
 - Facilitate a prepared Q&A session for attendees to participate collectively or in group discussions.
 - Prepare a guided activity or interactive resource for audience members to complete during/after the presentation.
 - Show a QR code on a PowerPoint slide that is linked to a survey/poll where attendees can participate using [Mentimeter](#), [Google Forms](#), [Survey Monkey](#), etc.