

2026 ANNUAL TRAINING
CONFERENCE & EXPO

CHILD SUPPORT MATTERS...
ONE VISION, SHARED PURPOSE

SPEAKER PACKET



May 18 - 21, 2026
Town & Country
San Diego, California

INTRODUCTION

Thank you for agreeing to participate as a Speaker or Moderator at the Child Support Directors Association (CSDA) 2026 Annual Child Support Training Conference & Expo, which is being held May 18-21, 2025 in San Diego, California. As a workshop Speaker or Moderator, you play a vital role in making the conference a success.

This packet provides you with important information to prepare you for the conference. We hope it helps make your CSDA Annual Child Support Training Conference & Expo experience productive and fun!

Many dedicated individuals and groups are working together to plan and deliver the CSDA Annual Child Support Training Conference & Expo. The conference includes workshops, roundtables, plenary sessions, and expected attendance of approximately 900 people. It is an enormous undertaking involving a significant body of work and a major coordination effort. The following is a description of some of the conference roles:

Track Deans

- Oversee all workshops within their assigned track.
- Coordinate with speakers to prepare presentations and materials.
- Review content for confidentiality and alignment with descriptions.
- Facilitate dry runs when possible.
- Ensure deadlines are met and speakers understand their roles.
- Serve as the main contact for conference policies and procedures.

Workshop Moderators

- Welcome attendees, introduce speakers, and manage timing.
- Facilitate Q&A and make CSDA announcements.
- Participate in planning meetings with the Track Dean and speakers.
- Serve as the room contact for any facility or setup needs.

Workshop Speakers

- Deliver professional, well-prepared presentations.
- Collaborate with co-speakers and the Track Dean to develop PowerPoint materials using the template provided by CSDA.
- Participate in planning calls and refine slides for smooth transitions.
- Conduct a dry run prior to the conference.

MCLE Coordinator

- Ensure workshops offering continuing legal education credit meet State Bar of California MCLE standards.
- Serve as the contact for Track Deans on all MCLE-related matters.



INTRODUCTION

Expectations for Moderators

- Coordinate with your Speakers by participating in at least one meeting with the Speakers and Track Dean to plan and develop the workshop content and flow.
- Prepare to welcome attendees, provide CSDA announcements which will be provided to you, and introduce the speakers.
- Facilitate the workshop flow to assist in keeping the speakers and session on time.
- Be familiar with the workshop content and if requested be prepared to possibly step into the Speaker role or assist in arranging a backup plan, in the event of an unexpected cancellation.
- Coordinate audience participation and/or Q&A as needed.
- For MCLE workshops, understand the sign-in and out process and ensure attendees are provided with appropriate directions.
- Ensure you are registered for conference, either as an attendee or as a "Walk and Talk" speaker.

Expectations for Speakers

- Meet all submission deadlines – Please refer to the table herein labeled Key Deadlines for Speakers.
- Prepare workshop materials consistent with the guidelines provided herein. Materials will be posted for attendees on the conference mobile app before the conference. CSDA does not print copies of materials for attendees. Attendees are encouraged to access the materials electronically or print a copy prior to arriving at the conference. If your workshop is designated for MCLE credit, you must provide substantive written materials for the workshop.
- When communicating with your Track Dean, please label all correspondence carefully, especially emails. Use the subject line to indicate that the correspondence is related to CSDA Annual Child Support Training Conference & Expo. If writing about a specific workshop, provide the title and workshop number, if known. Your Track Dean works on multiple workshops; providing this information is very helpful.
- The Track Dean is your primary point of contact. If you have questions, please contact them directly.
- Speakers must register for the conference even if they are attending just for the workshop they are speaking in. Please see the registration section in this packet for further details.
- Arrive at your workshop a minimum of 20 minutes prior to the start of the session to prepare.



WORKSHOP MATERIALS & PRESENTATION INFORMATION

Workshop Room Setup & Equipment

- Standard equipment: a podium with a connected microphone, one lapel microphone, one wired tabletop microphone, one screen, one LCD projector, one remote clicker, and one laptop.
- Additional needs beyond this standard setup must be coordinated and approved in advance with your Track Dean.
- The provided laptops run Microsoft Office 2011 (Word, Excel, and PowerPoint) and support media files including MP3, MP4, and QuickTime. If this does not meet your needs, please notify your Track Dean as early as possible so other resources can be coordinated.
- Workshop rooms will be staged partially in classroom style and partially in theatre style unless otherwise directed by the Track Dean. If an alternate setup is preferred, please discuss it in advance with your Track Dean.

Workshop Materials

- All materials will be posted on the conference mobile app, Whova, prior to the conference.
- Presentation Requirements:
 - Speakers must use the PowerPoint template provided by their Track Dean.
 - The PowerPoint title must match the official workshop title. Do not change titles without prior discussion with your Track Dean.
 - Videos should be embedded directly within presentation slides.
 - Any screenshots or confidential information (e.g., names, Social Security numbers, or case numbers) must be redacted.
 - All materials, including proprietary content and/or videos, must be submitted for review by the established deadlines.
- Supplemental Materials: Speakers may provide optional supplemental materials, which will also be posted in the app. These should be submitted in a common format such as Word, PowerPoint, Excel, or PDF. If these formats do not meet your needs, please discuss alternatives with your Track Dean as early as possible.
- CSDA does not print copies of materials for attendees. Attendees are encouraged to download or print materials in advance.
- If speakers wish to provide printed handouts, they must bring those copies with them. The Track Dean can advise on the expected attendance for your session.
- Please note: CSDA cannot reproduce materials or reimburse speakers for printing costs unless this has been agreed to in advance through the contracting process.



WORKSHOP MATERIALS & PRESENTATION INFORMATION

MCLE Requirements

- The California State Bar requires that substantive written materials be provided for any workshop offering MCLE credit.
- These materials must be reviewed by the CSDA curriculum review panel before posting.
- If edits are recommended, your Track Dean will communicate the details. Please note that the turnaround time may be condensed due to posting and review schedules.
- Work closely with your Track Dean regarding specific MCLE material requirements.

Copyrighted Materials

- If you plan to include copyrighted materials, you must also submit written permission for reproduction.
- Copyrighted content received without written permission—including photos, graphics, or quotes—cannot be used in your workshop materials.

POWERPOINT PRESENTATION TIPS & SUGGESTIONS

1. Don't put too much information on a slide, and don't include too many slides.

A general rule to follow is not more than seven lines of text per slide. You don't want your audience concentrating on reading the slide and not listening to you.

2. Make the slides legible

We'll provide a PowerPoint template for all speakers. Use large, easy-to-read fonts, about 60 pt for headings, 40 pt for body text, and never smaller than 24 pt. Avoid placing text near slide edges, as some projectors may crop content.

3. Avoid too much animation

It is tempting to use all of the tools that exist for creating slides. Animation to emphasize your point is great but can distract from the presentation. Remember that you are the focal point, not the slides. Too much activity and your audience may not remain focused on what you are saying.



POWERPOINT PRESENTATION TIPS & SUGGESTIONS

4. Don't read from your slide

Instead, use your slides to emphasize your points. Use bullets to make your point.

5. Avoid complete sentences and paragraphs

One exception is quotations.

6. Equipment tips

- A laptop will be provided in each workshop room.
- If you bring your own laptop:
- Disable Standby Power/Screen Saver (Control Panel > Power) to prevent interruptions.
- Do not use the mouse as a pointer.
- Bring your own HDMI adapter. Internet will not be available on personal laptops.
- Arrive at least 30 minutes early to allow for setup and notify your Track Dean.
- After your presentation, ensure the conference laptop is reconnected. Volunteers and AV staff can assist if needed.

7. Use of photos and videos

Please only use photos or videos in which no copyright exists unless you are providing CSDA with the appropriate documentation regarding your permission to use the material. To help you find photos and videos that are a free source, please note the links below:

- <https://www.pexels.com>
- <https://www.unsplash.com>
- <https://stocksnap.io>
- <https://burst.shopify.com>

8. Have a back-up plan

Technology can be subject to malfunction and disruption. While your presentation will be pre-loaded on the laptop, we suggest that you store your presentation on different media (i.e. flash drive and/or a laptop) in case one fails.



CONFERENCE REGISTRATION

All Speakers and Moderators must register for the conference

Speakers and Moderators who attend the conference will be charged regular conference rates (full conference or single day) – depending on Speaker attendance.

If a Speaker or Moderator is only present for the assigned workshop, and then leaves, the Speaker/Coordinator will not be charged a registration fee. Individuals that will attend as a “Talk and Walk” only must use the **Promo Code “2026WT”** when registering online.

Registering in advance ensures that a name badge and conference materials are ready for you when you check in.

Further details regarding registration, including hotel accommodations, please [click here](#).

REGISTRATION | AVAILABLE FEBRUARY 16, 2026

Speaker/Moderator Expense Reimbursement Policy

More than 100 Speakers and Moderators will contribute their time and expertise to the CSDA 2026 Annual Child Support Training Conference & Expo this year. CSDA could not continue to provide quality, affordable training without the help of you and other volunteers. Because so many volunteers are involved in the conference, it is generally NOT possible for CSDA to reimburse Speakers or Moderators for their expenses.

LIMITED EXCEPTIONS: CSDA will cover expenses for keynote Speakers or others from outside the child support community, on a very limited basis. Otherwise, CSDA will provide assistance only in cases of extraordinary hardship. A Track Dean must submit a written request for any Speaker requesting expense reimbursement due to hardship no later than January 14, 2026. Decisions regarding reimbursement are made by the Conference Planning Co-Chairs, in conjunction with the CSDA executive staff.

Speaker Information Form and Speaker Agreement

The Speaker Information Form and the Speaker Agreement will be emailed to you through our mobile app for the event, Whova by March 4, 2026. Please complete the form using the exclusive link in the email.

If you have any difficulties while completing the form, please contact us at conference@csdaca.org.



KEY DEADLINES FOR SPEAKERS AND MODERATORS

TASK	DESCRIPTION	DUE DATE
Special AV Requests	Any special requests for audio visual, room set up, or other workshop needs must be discussed with the Track Dean in advance to allow lead time for planning. Submit requests to Track Dean.	Jan 12, 2026
MCLE Workshop Materials	MCLE materials include the PowerPoint presentation along with any supporting handouts or materials. Submit to Track Dean.	Apr 7, 2026
Workshop Materials (Non-MCLE)	Materials include the PowerPoint presentation along with any supporting handouts or materials. Submit to Track Dean.	Apr 14, 2026
Hotel Reservations	Speakers & Moderators are responsible for making their own hotel reservations. No follow up with the Track Dean is required.	Apr 14, 2026
Speaker Information Form and Speaker Agreement	Speaker information forms, which include a bio, photo, and agreement are publicized in the conference app. Submit online forms through exclusive links sent to speakers' email addresses.	May 1, 2026
Register for Conference	All Speakers and Moderators must register for conference even if only speaking and not attending other sessions. Speakers who are not attendees are referred to as 'Walk and Talk'. Refer to the Registering at Conference section above for the registration code for Talk and Walks.	May 11, 2026

