



The following information is offered to assist you with your planning considerations.

Location Considerations:

1. It would be beneficial if the presentation room has blinds or curtains to control the amount of ambient or natural light that enters. If it is too bright in the room it becomes difficult to see the slides and videos used in the presentation even with the lights off. Also, if the artificial light can be reduced to ½ its full illumination during the program that will also enhance the projection quality.
2. If necessary a lapel microphone tied into your public address or speaker system would need to be provided. A podium is not required.
3. The projection screen or surface should be as large as possible. If you are going to use a wall please try to avoid locations that are other than white or that have a coarse textured surface or mounted items as it can distort the image. If you will be using a projection surface that is elevated, i.e., on a stage, we will need to ensure that the projector can be at a sufficient height to hit the screen evenly.
4. A computer, LCD projector and medium capability speaker for the presentations will be provided by the presenter. If there is an in-house audio-visual system that you would prefer to use the presenter may be able load the program onto a flash drive that can be used in your system. Electrical power outlet access and extension cords will likely be necessary. If you have an electrified utility cart that would be great as it would provide a projection platform of sufficient height.

Program Information:

1. The student program generally runs between 50 minutes to 1 hour depending on questions etc. The adult/parents program will usually run about 90 minutes. The programs are presented in a PowerPoint presentation with imbedded video segments.
2. None of the programs contain any explicit pictures. However, the adult/parent program does present factual but disturbing information. It is **not** recommend that parents bring their children to the adult programs.

Additionally, parents and children may not be comfortable enough in each other's presence to ask the questions they are truly concerned about.

3. In accordance with ICAC Task Force policy live on-line demonstrations are restricted to law enforcement audiences only.

Coordination Information:

1. Please feel free to invite your local media to observe the presentation[s] if you wish to do so. The presenter will make him or herself available to media representatives for interviews about the program if so desired.
2. Contact information is as follows:
Iowa Division of Criminal Investigation
Internet Crimes Against Children Task Force
(515) 965-7400
info@iaicac.org
3. ***Please provide the program's actual street address, time of presentation[s], the name of a contact person, their e-mail address along with day and after-hours telephone numbers in the event of unexpected developments or delays.***
4. There is no cost for this program.

Cancellation Information:

1. **WEATHER**: The potential for cancellation due to extreme seasonal weather events or dangerous driving conditions is always present. The presenter may need to travel extended distances in order to present this program. The presenter understands schedules are often modified to accommodate the program and they will take all reasonable steps to ensure that weather cancellations are only exercised when conditions warrant it in the interest of safety.
2. **AGENT REQUIREMENT**: While it is a rare circumstance, the presenter may find it necessary to cancel a program on short notice in order to comply with an unexpected mandatory appearance requirement. The presenter will try to avoid such cancellations and give you as much advance notice as possible if this situation occurs. In the event of a cancellation, the presenter will notify the point of contact for the program or in their absence, will contact the agency directly. Notice will be by telephone or e-mail.
3. **AGENCY**: If it becomes necessary for you to cancel the program for any reason, please notify the ICAC Task Force at info@iaicac.org or call (515) 965-7400 as soon as possible to let the presenter know and to re-schedule if desired.