

SPEAKER & MODERATOR/CHAIR MANUAL

The purpose of this manual is to guide conference officers and presenters through the preparation and execution stages of the conference's technical program.

Questions and/or problems should be directed to Kim Arellano, Conference Director, Phone 832-622-6083 or email: karellano@accessintel.com

CONTENT

Session Chair responsibilities	2
General Information	2
Guidelines for the preparation of presentation materials.....	3
Onsite presentation instructions	4
Audio Recording of sessions	4
Post conference.....	4
Applying principles of adult learning in conference presentations	5
Tips for creating a memorable PowerPoint and oral presentation.....	5

Profile Update Deadline – See Speaker Resource Page

Update Profile, bio, and abstract through Speaker Resources. This information is made available online. To update your presentation title or company name contact Kim Arellano (karellano@accessintel.com)

Registration Deadline - See Speaker Resource Page

Speakers qualify for a complimentary registration. Call Kim Arellano (832-622-6083) for your Speaker Code. Registering in advance will help you avoid onsite delays as speakers require verification.

Presentation Deadline - See Speaker Resource Page for deadline and template

Presentations are due for review. Send your draft presentation to Kim Arellano @ karellano@accessintel.com

Hotel Deadline - See Speaker Resource Page

This is the hotel reservation deadline. Detailed travel information is available on the conference website at <https://www.experience-power.com/hotel-travel/>

SESSION CHAIR RESPONSIBILITIES

- Serve as the champion of your session and work with the conference management team to ensure quality speakers and presentations
- Write a description for the session you are chairing.
- Recruit quality Speakers/Panelists if necessary
- Ensure the Speakers/Panelists give topical presentations by reviewing the presentations in advance of the conference
- Find suitable replacement Speakers/Panelists for those that cancel (if applicable)
- Participate in Conference Call (if required)
- Serve as session Moderator or recruit a moderator

GENERAL INFORMATION

Who else is slotted in my session?

Please go the <https://www.experience-power.com/experience-power-conference-program/> and find your session. (Ctrl+F will allow you to search for your name to find your session more quickly)

What is the presentation venue?

<https://www.experience-power.com/hotel-travel/>

How much time will we have for the presentation and Q&A?

Conference Sessions

Ultimately the amount of time each speaker will have will vary depending on the final number of presentations in the session. Each speaker will have between 12 and 15 minutes for their presentation followed by Q&A done at the end of all presentations for entire session.

What multimedia equipment will be available in the meeting room?

Conference sessions/panels will be equipped with a laptop, projector, wireless PP advancer, podium with microphone, table microphones for Q&A. Other audio-visual services are available upon request.

GUIDELINES FOR THE PREPARATION OF PRESENTATION MATERIALS

- POWER POINT PRESENTATIONS - You may include your company's logo on the *first and last* slide only.
- After that slides must be logo free, with the exception of the Event logo.
- Please feel free to download the PowerPoint template (found in Speaker Resources). This is a suggested format and is not mandatory.
- You may choose the font size, font color and background for your power point. *Please convert your PowerPoint to an ADOBE PDF file before uploading for review.*

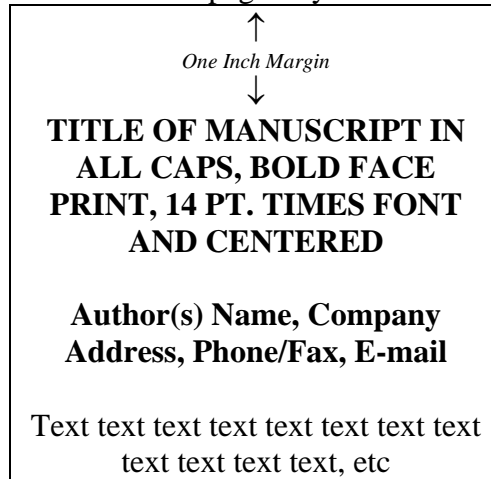
NOTE: Speakers/panelists must avoid commercial presentations. Presentations are reviewed for readability and commercialism.

All presentations must be free from advertising

STANDARD MANUSCRIPT GUIDELINES

Please follow the instructions listed to ensure your presentation will be published correctly on the Experience POWER web site. Any discrepancy may cause delays, incorrect publication or exclusion from the web site and proceedings.

- Single column format (Do not use multiple columns).
- 12-pt. Times New Roman font throughout document - Use bold type for subheadings.
- Do not number pages.
- Separate the abstract and/or biographical information from the actual presentation.
- Please follow this format for the first page of your document:



ON-SITE PRESENTATION INSTRUCTIONS

Please **bring a copy of your PowerPoint presentation** with you to the Experience POWER Conference. Your presentation **WILL NOT** be pre-loaded on the computer. The Audio Visual set up will accommodate:

- USB memory stick

AUDIO RECORDING

Experience POWER management team reserves the right to audio record and distribute any session following the conclusion of event as enhanced proceedings.

POST-CONFERENCE

Presentations will be available online to Experience POWER delegates with an assigned user ID and password which will be sent to them after the conclusion of the conference.

By submitting your conference paper or presentation to Experience POWER you also agree that Access Intelligence has your permission to use the paper or presentation, or any parts thereof, in any of its print, audio, or electronic media.

APPLYING PRINCIPLES OF ADULT LEARNING IN CONFERENCE PRESENTATIONS

The goal of this section is to supply some concise tips aimed at helping you to create and provide an enriched learning experience for attendees. Whether you are a new or a veteran presenter these tips can help focus your message and increase retention for the audience.

(**Malcolm Shepherd Knowles** (1913 - 1997) 'the', central figure in US adult education in the second half of the twentieth century)

Foundational principles of adult learning in making presentations are that:

1. The audience should be active participants in a process of inquiry
2. The process should build on the background, needs, interests, problems, and concerns of the audience.

TIPS FOR CREATING A MEMORABLE POWERPOINT AND ORAL PRESENTATION

Keep it:

- Big
- Simple
- Clear
- Focused
- Consistent

When Creating:

- Text to support what you are trying to communicate
- Pictures to simplify complex concepts
- Animations for complex relationships
- Visuals to support, not to distract
- Sounds only when absolutely necessary
- Think about the people in the back of the room when creating slides

When Presenting

- Speak loudly and clearly with fluctuation
- Direct your words to all areas of the room
- Maintain eye contact with your audience
- Don't read the slides word-for-word, use them for reference

In Closing

- Practice your presentation before a neutral audience (ask for feedback)
- *Experience* means that you are simply engaged in an activity whereas *practice* means that you are trying to improve.
- Match your presentation to the allotted amount of time.