ONSITE SPEAKER GUIDELINES

1. Arrival: Please arrive to your session at least 10 min prior to start. The first row will be reserved for speakers. The moderators will introduce you and your topic as you make your way to the podium.

   a. Please stay in the room in the front row so that you can come back up during Q&A sessions

2. Getting your presentation in the system:

   a. If you choose to upload onsite, visit the speaker ready room 24 hours prior to your talk.

   b. If you choose to upload prior to the meeting, please do so via the speaker portal by April 10, 2024.

   c. All speakers, including those who uploaded early, will be able to make changes/edits onsite in the speaker ready room.

   d. Presentations will be shown in presenter mode, which means you will be able to see your notes in PowerPoint at the podium.

   e. Make sure to stop by and review your presentation!

3. When you see the red light, your time is up!

   a. If you go over your talk by a minute, your presentation will be closed and you will be asked to wrap up your thought.

SPEAKER READY ROOM
Location: 215
Hours:
Saturday, April 13  3:00 pm - 5:00 pm
Sunday, April 14  6:00 am - 4:00 pm
Monday, April 15  6:00 am – 4:00 pm
Tuesday, April 16  6:00 am – 4:00 pm
Wednesday, April 17  6:00 am – 4:00 pm
Thursday, April 18  6:00 am – 4:00 pm
Friday, April 19   6:00 am – 10:00 am