ONSITE PLENARY AND MASTER CLASS SPEAKER GUIDELINES

SAR Annual Meeting • February 16–21 • Tucson Arizona

1. **Arrival: Please arrive to your session at least 10 min prior to start. Depending on moderator preference and number of speakers, you may be sitting at the table on the dais or in the front row. The moderators will give your name and talk title as you make your way to the podium.**

    a. All speakers should stay for the entire session and participate in Q and A.

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 February 10, 2025.

    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: San Ignacio

Hours:

Saturday, February 15	3:00 pm - 5:00 pm
Sunday, February 16	6:00 am - 4:00 pm
Monday, February 17	6:00 am – 4:00 pm
Tuesday, February 18	6:00 am – 4:00 pm
Wednesday, February 19	6:00 am – 4:00 pm
Thursday, February 20	6:00 am – 4:00 pm
Friday, February 21	6:00 am – 10:00 am