



## BEFORE THE SESSION STARTS

- **Arrive at your designated meeting room** 15 minutes prior to the scheduled session to meet presenting authors.
- The computer in your room will be preloaded with presentations submitted online by the advance deadline and all presentations uploaded or updated in the speaker ready room 24 hours before the start of your session.



Presentation System (Confex) training is available onsite on **Mon & Tues from 8am-8:15am** in the **Payette Room**.

Confex system guides are also available in your meeting room.

- Encourage presenting authors to **sit at the front of the room** for quick transitions.
- **Discuss a warning signal**, can be your own signal or use the time remaining cards, with presenting authors that will indicate a presentation should conclude. Most Lightning presentation sessions will have a timer available.
- **Review presentation time again** and remind presenting authors that they must verbally disclose any financial support or conflicts of interest per the CSTE speaker disclosure guidelines.
- **Presenting authors should present in the order listed in the agenda.** If a presenter is a no-show readjust the order accordingly and allow other presenting authors more time or promote discussion at the end of the presentations. Please let the CSTE Program Staff lead know of no show authors.

## AFTER THE SESSION

### VERBALLY THANK PRESENTING AUTHORS.

The CSTE National Office will send formal thank you letters by e-mail to all presenting authors listed on the agenda.

**SHARE FEEDBACK** about the session with the Committee Chair and your CSTE Program Staff lead.



## AGENDA RESOURCES

- Review your email for the personal link to the Confex Speaker's Corner to access your session
- Online agenda at [www.cste.org/2017Agenda](http://www.cste.org/2017Agenda)
- App at [www.cste.org/2017app](http://www.cste.org/2017app)



## DURING THE SESSION



**Start the session on time.** This is extremely important to ensure each presenting author has time for the presentation as well as questions and answers with the audience.



Encourage attendees to fill in seating and ask that cell phones are silenced.



**Keep presenting authors on time.** If a presenter author is going over time and you have used warning signals, then stand next to the person as another visual cue. If this doesn't work, it is perfectly acceptable and respectful to other presenting authors, to interrupt the presenting author. You may say something to the effect that you hate to cut such an interesting presentation short, but in fairness to the other presenting authors, you must.



**During the question and answer segment,** moderators should always repeat the question for the attendees. Moderators may want to develop their own questions during the session in case attendees do not ask questions.



If an attendee is being disruptive, ask that questions/comments be held until the end so that the session does not fall behind time. If the attendee continues to be disruptive, then report it to a CSTE staff member.



**End the session on time.** Close the session by thanking presenting authors and encouraging attendees to complete a session evaluation.

## GENERAL GUIDELINES for PRESENTATION TIMES

Presentation Format	Breakout	Quick	Lightning
<b>Presentation Length</b>	18-30 minutes	10 minutes	5 minutes
<b>Q&amp;A</b>	5 minutes included with presentation length	20 minutes at end of session	15 minutes at end of session
<b># of Presentations in Session</b>	3 - 5 presentations	7 presentations	15 presentations



## TECHNICAL SUPPORT

IT and Audio Visual technicians are available onsite for assistance when needed. Because they monitor many technical components to the conference, they are not able to remain in the room throughout a session.

### How to get help:

- Before the session starts, look for a CSTE Staff Member in the meeting room or AV Tech outside of the meeting room.
- Call or Text with your meeting room number and request to (478) 256-4897.