# Speaker Guide and Information

## Registration and setup

After you check in, you will be directed to the main hall where an organizer can answer any questions and provide an opportunity to check that your presentation is viewing properly.

Speaker contacts:

* Nichole Ginnan – will be working at the registration table and can answer questions throughout the day.
* Jessie Perlmutter – will provide tech support and help test presentation before the talks begin.

A laptop will be present on the podium for access to slide notes. In addition, a remote slide advancer and laser pointer are available.

Feel free to ask any organizer present your questions.

## During your session

There will be a row of seats in front of the podium reserved for speakers of each session. Please sit here after the previous session ends.

When an organizer announces your name and affiliation, you may take your place at the podium.

Be sure to position yourself near the microphone when speaking so both in-person attendees and our zoom audience can hear the presentation.

Time management will be indicated by three, color coded cards. An organizer will be present in the front row to and show these cards to note time remaining.

* Green card – at least 5 minutes left to present
* Yellow card – 2 minutes left of presentation, time to wrap up
* Red card – allotted time has ended.

An organizer will help monitor zoom and in person questions and signal when it is time for the next speaker.