



# MBF AUTHOR GUIDE



## GETTING TO YOUR PRESENTATION

**AUTHOR ESCORTS:** For a guided walk to your presentation room, please go to the Author Hospitality Suite and an author escort will take you to your presentation room. Author escorts will also be available at the Yellow entrance to help guide authors to the Author Hospitality Suite.

**MEETING UP :** We suggest that authors plan to meet up with their groupings and any introducers/moderators for their session at the hospitality suite, prior to their event start time. An author escort can then guide you to your presentation room as a group.

## PRESENTATION FORMAT

In most cases, authors will each have 15 minutes to talk about and present their book to attendees. This can include a reading, a short slideshow, or other presentation style.

For conversations that include a moderator: The program will be more conversational in nature, though you can still plan for a short reading and show images if needed.

**ALL PRESENTATIONS:** A Room Host will greet you and start the session with author introductions. All presentations will end with an audience Q&A, followed by a book signing.

**AUTOGRAPHING AREAS:** All venues have a nearby autographing area. Our Autographing Committee will help guide you to the signing table after your event. Please let them know whether they should prepare for personalization w/post-its.