

Best Practices for Invited Participants – Speaker



Congratulations on being selected to serve as a speaker for your community! Below you will find a few best practices suggested by previous speakers and conference chairs to ensure a successful presentation.

1. **Contact the Chair in Advance of the Conference** – Please make sure to ask the chair why they selected your topic for this particular session, and how they envision your talk relating to the other talks being given in the session.
 - a. Did they have a theme in mind? If you are not familiar with this GRC community, ask about the audience for your talk.
 - b. Will they all have a specialty in your area of science, or will you need to establish early on how your research relates to the overall conference subject area?
2. **Contact the Discussion Leader in Advance of the Conference** – The discussion leader for your session is responsible for a brief introduction of the session and for introducing each speaker. The discussion leader will also assist you in keeping to your assigned talk and discussion times.
 - a. Please prepare a brief biography for the discussion leader in advance of the conference to assist in your introduction. If you have questions for the audience, or topics you hope will come up during discussion, please provide those to your discussion leader as well.
3. **Arrive Early the Day of your Talk** –You will use your own laptop to present your talk. The onsite GRC AV Manager will assist you in connecting your equipment prior to the session's start.
 - a. **Please plan to arrive at least 30 minutes prior** to the scheduled start of your session to ensure adequate time for connection and any necessary adjustments. During this time, the AV Manager will also make you familiar with the on-stage timer, the slide advancer, and the microphone you will be using. *If you do not arrive 30 minutes prior to the session's start time, you will not be able to test your equipment, and your talk may be delayed or shortened as a result.*
4. **Bring your own Devices and Equipment-** We encourage participants to bring their personal devices for the presentation. In case your computer is not working properly, please plan to bring a backup USB drive. The GRC AV manager will have a laptop available if needed.
 - a. For those traveling internationally to their meeting, please plan to bring an adapter to ensure your device is compatible with the venue's outlets.
 - i. For those traveling into the U.S, please come prepared with a Type A power plug adapter.
 - ii. For those traveling to Europe, please be prepared with a Type C power plug adapter.
 - b. You are responsible for bringing any supporting devices such as: laser pointer, slide advancer, **laptop charger**, etc. As a courtesy, GRC will have some of these tools available for your use, but we highly recommend bringing your own equipment that you are familiar with for ease of presentation.
5. **Come Prepared to Engage a Quiet Audience** –We suggest providing your Discussion Leader with invitational questions to help attendees engage with questions and comments.
 - a. Ask questions that offer the opportunity to contribute to the discussion without having to give an answer that might be viewed as absolutely right or wrong by other audience members.