BEFORE ARRIVING AT WEFTEC

- Make sure you have a call with the entire session
- Understand how the session will run
- Make sure everyone knows how their presentation fits into the “story” of the session
- Minimal replication of information between presentations this year
- Contact Mary Ann or Jazmin for session assistance
BEFORE ARRIVING AT WEFTEC

The PPT Presentation!

- Now is the time to work on your presentation
- Tom Kunetz has helped WEF create a short, dynamic video on how to give a good presentation- you are encouraged to watch it
- Lots of resources are on [www.weftec.org/presenterinformation](http://www.weftec.org/presenterinformation)
- A template is available- not required (NO logos on all slides)
BEFORE ARRIVING AT WEFTEC

The PPT Presentation!

- You can begin uploading your PPT presentations into our Presentation Management (PM) system
- Link is found in the Speaker Portal - available only to the speakers, not co-authors or author
- Moderators/Facilitators have viewing rights
ARRIVING AT WEFTEC

What do I do when I get to the convention center?

Locate the Speaker Prep Room to check in with WEF Staff!

This lets your moderator or facilitator know you are at WEFTEC and will be in your session.
UPLOADING YOUR PRESENTATION

When and where do I upload my final presentation?

In the Speaker Prep Room, upload your final presentation slides after checking in with WEF Staff or just verify that your slides look good to go!
VERIFICATION OF PRESENTATION

In the Speaker Prep Room, Moderators/Facilitators can view all the slides for your look good to go!
Pick Up Moderator/Facilitator Folder

This folder has session critical information in it - you will need to come and pick this up so your session runs smoothly.
ATTENDING YOUR SESSION

Arrive to your session 15-20 minutes early.

- Introduce yourself to the moderator/facilitator and fellow speakers
- Get familiar with the layout of the room
- Greet participants as they enter the room
BEFORE YOUR PRESENTATION

Meet with moderator/facilitator to make final adjustments.

- Determine with moderator/facilitator how you will be handling audience questions.
- **INTERACTIVE SESSIONS:** Confirm how engagement activities will be handled.
DURING YOUR PRESENTATION

- Re-introduce yourself at the beginning of your presentation
- Make session participants aware of your paper available in conference proceedings
- Be open to questions & conversation from participants
SESSION ETIQUETTE DO’s

What is the best way to interact with attendees?

- **DO:** Provide succinct answers to questions. For long responses, ask the attendee to meet or contact you after the session.
- **DO:** Be open to interacting with the audience rather than reading from presentation slides.
- **DO:** Respect the time of other speakers. Pay attention to the agenda and create your presentation based on your allotted time.
- **DO:** Stay in the session to support other speakers and keep discussion moving.
SESSION ETIQUETTE

DONT’S

What is the best way to interact with attendees?

- DON’T: Interrupt or speak over the attendees, moderators, and other speakers
- DON’T: Show favoritism towards certain session participants
- DON’T: Express judgement or dislike verbally or nonverbally
ENDING YOUR PRESENTATION

Things to remember when wrapping up your presentation.

- Reiterate the main, summarizing points of your presentation
- Thank the audience and moderator/facilitator
- Provide contact information for participants who may have questions
ENDING THE SESSION

What the Moderator/Facilitator Should do

- Thank Everyone for attending
- Remind everyone to fill out a session survey in the mobile app or using the QR code (signs in the hallway)
RETURNING THE SESSION FOLDER

Moderators/Facilitators should return the session folder to Speaker Briefing Room

Bring the session folder back to the speaker briefing room! We need the completed session data forms.

Do NOT leave Chicago with this.