

NEW ORLEANS ON-SITE INSTRUCTIONS

FINAL QUESTIONS

Do my speakers know what time, what day, and where the session will take place?

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Have my speakers submitted their presentations via the speaker portal?

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What day and time will my speakers be arriving at WEFTEC?

ARRIVING TO YOUR SESSION

- All speakers and moderators/facilitators should arrive **20-minutes** early.

OPENING ANNOUNCEMENTS

- Safety Minute.
- Review emergency exit locations.
- **No photos without speaker consent.**
- Attendees who would like PDH/CEU must scan badges at the beginning and end of the session.

INTRODUCTIONS

- Name of Session
- All Moderators/Facilitators
- **Speakers with provided speaker bios.**
- Remind attendees to view speaker papers in the **conference proceedings.**

PRESENTATION TIMING

- Use timecards provided to discreetly notify speakers of their remaining time.
- Complete **session attendance** on session evaluation form during presentations.

QUESTIONS/INTERACTION

- **Repeat questions and comments into microphone** so all attendees are able to hear and participate.

CONCLUSION

- **Remind attendees to complete technical session survey found in the mobile app.**
- Exit out of the final presentation.
- **THANK YOUR SPEAKERS!**

SPEAKER PREP ROOM

La Nouvelle Ballroom C

Check in and check out!

Sign-in on the moderator/facilitator binder to receive your **session folder.**

Speaker Arrival

Review speaker boards to confirm your speakers have signed-in. Highlighted presentations indicate speaker arrival.

Review Presentations

Visit an available computer station to confirm upload and view speaker presentation slides.

Session Folder Content

- Speaker Bios
- Timecards
- Conference Proceedings
- Emergency Info Guide
- Session Evaluation Form
- Mobile App Survey

AV DETAILS

Making sure your session runs smoothly!

Accessing speaker presentations.

- After your opening announcements. Push ESC to exit walk-in slides.
- Speakers will select their name to launch their presentations.

Equipment

- Podium and Microphone (*always on*)

Having Issues?

- Help button available on laptop screen.
- Notify room monitor for issues regarding temperature, sound, etc.

Session Evaluation Form

All moderators and facilitators are **required** to complete session evaluation forms found within the session folder. The feedback received from these forms will be used by WEF Staff and the program committee to:

- Improve the moderator/facilitator experience
- Improve the attendee experience
- Determine which sessions have the most impact during WEFTEC

Complete the evaluation form and return to WEF Staff with session folder after the close of your session.