

SPEAKER



STEP-BY-STEP GUIDE

1. UPLOAD

Upload slides via Orchestra prior to arriving in Boston OR visit the Speaker Resource Center a minimum of 4 hours prior to session start to upload on-site.



2. ARRIVE

Arrive in session room 5-10 minutes prior to session start time. Check in with tech table to confirm slide availability.



3. INTRODUCE

Introduce yourself to session chairs and confirm your credentials/institution information in the session details binder.



4. BE SEATED

Take your seat on stage. However, the 2 chairs closest to the lectern are reserved for the 2 Chairs of the session.



5. PRESENT

When it is your turn to present, go to the podium where you will have a presenter-view screen as well as a mouse pointer/slide advancer.



6. STAY ON TIME

Use the slide advancer to move through your presentation. Maintain your timing and follow the Chair's guidance if you are approaching the end of your allotted time.



7. ANSWER Q'S

Remain at the podium to answer any audience questions until the Chair advises you that your Q&A time is complete.



8. RETURN TO CHAIR

Return to your seat to allow the next speaker to present.

