Annual Meeting Guidelines for Presenters

The specific responsibilities of Annual Meeting presenters are outlined in this document. Note that information related to the Annual Meeting will be posted on the conference website as it becomes available.

**ACTION ITEMS**

1. Reply to the e-mail message asking you to confirm your participation as a presenter.

2. Presenters should review the complete session details and notify the Program Committee Coordinator of any discrepancies.
   - Go to https://aacrao.secure-platform.com/a/gallery?roundId=31 to search for your session by name included in the confirmation email.
   - Review all details including spelling, titles, presenters information

3. Registration will open in the fall. Once available, download the registration form or register online.

4. Make your hotel reservations and be prepared to pay your travel expenses unless notified otherwise by AACRAO. Hotel details will be posted in the fall.

5. Presenters should complete and return the Audio/Visual Request form by the due date.

**PRESENTERS**

Refer to the Guidelines for Professional Presentations for helpful information on session development.

- Submit your PowerPoint presentation to the personalized link that you were e-mailed. For your convenience, a PowerPoint template specifically designed for the AACRAO Annual Meeting is available on the Presenter and Facilitator Guidelines web page. Additional information on submitting handouts will be emailed to you about one month before the Annual Meeting.

- If you choose to provide handouts, prepare a sufficient supply of handouts based on your estimated attendance (presenters are responsible for cost and
production of handouts). Handouts are not required. Attendees are encouraged to retrieve presentations from the Annual Meeting website.

- Confirm the location of your session in the Program upon arrival at the Annual Meeting.

- Check into the Speaker Ready Room; this is where you can rehearse your presentation or make changes to your presentation.

- If a facilitator has not been assigned to your session, you will be responsible for the following at your session:

  Before and during the session or workshop
  - Check chairs, podium, AV equipment, etc. If there are problems, contact an Experient representative, AACRAO staff member or on-site registration representative.
  - Encourage attendees to move to the front of the room to assure all chairs are filled.
  - Encourage session attendees to complete the session evaluation using the AACRAO mobile app. Evaluation forms were also distributed in their registration packet.
  - Announce the number and name of the session. Ask the attendees to complete the electronic evaluation or to return the evaluation forms to you IMMEDIATELY AFTER THE SESSION.
  - Moderate the question-and-answer period, repeat questions for audience benefit.

  After the session or workshop
  - Thank everyone for attending and end the session on time.
  - Remind all attendees to complete the session evaluation on the AACRAO mobile app.