



SPEAKER GUIDELINES

BEFORE THE CONFERENCE

1. Check the FWRC Website to confirm the session/day/time for your paper.
2. Prepare/finalize your presentation in PowerPoint.
3. Limit your speaking time to 22 - 23 minutes; leaving 7 - 8 minutes for Q&A, speaker changes, shuffle around, time to go to other sessions, etc.
4. Register for the conference. If you want to receive PDHs (Professional Development Hours) for the hours of your session and any others you attend, you must register as a regular attendee. If you do not want PDHs, then you can register for the day as a speaker.
5. Anticipate being contacted by your moderator for final arrangements.
6. Accommodate whatever is agreed upon with your moderator to get copies of the final presentations loaded onto a common laptop. Since most presentations do not finally come together until the night before, speakers have put their presentation on a CD or flash stick and then met with the moderator before the session to transfer to the laptop hard drive.

AT THE CONFERENCE

1. Check out the location and arrangement of your session room in advance.
2. Meet with your moderator as agreed to get your presentation loaded on the laptop.
3. Arrive at your session room at least 15 minutes before the session starts. Assist moderator as needed to set up the laptop, make sure everything is working, meet the other speakers, etc.
4. Be proactive and cooperate with the moderator so that the session starts on time.
5. Limit your presentation to 22 - 23 minutes; leaving 7 - 8 minutes for Q&A, speaker changes, shuffle around, time to go to other sessions, etc.
6. Work with the moderator to keep the session on schedule. This includes not running late and not getting ahead. If a speaker finishes early or does not attend, wait until the designated time for the next speaker.
7. An assistant moderator may be present as a room monitor. If so, they will assist with the lights, door, attendance scanning for the CEU/PDH credit, etc.

SEE YOU AT THE CONFERENCE!