



SPEAKER CHECKLIST

July

- Print, sign, and submit the **Permission to Publish** form (form and instructions on Web). Deadline: July 18
- Submit your Proceedings paper using the Paper Submission system. Be sure to follow the Proceedings Paper guidelines available on the web. Deadline: July 18
- Confirm your A/V requirements with your section chairs.

August

- Book Hotel: Only a limited number of rooms are available at the conference rate. Unless you are attending weekend workshops, you should arrive by Sunday afternoon (first session begins at 4:30).
- Register for the conference – online registration at www.sesug.org.
- Confirm the day and time of your presentation and also the length (10 minutes, 20 minutes, 50 minutes, etc).

Late October

- Make sure the Section Chairs have an up-to-date bio (you provided a bio in the paper submission system) and alert them to any special needs.
- Ask your Section Chairs when you should arrive for your session.
- Create a backup copy of your presentation (or email it to your section chairs).
- If you do not have a laptop available, work with your section chairs to arrange to use somebody's machine.
- Pack business cards.
- Send your section chairs your arrival and contact information.

At the conference and before your presentation...

- Visit the presentation room prior to your session to get a feel for the room. Rooms are usually open when not in use.
- Understand the setup details for projection equipment.

At your session...

- Arrive in the Presentation Room at the appointed time (at least 20 minutes before your presentation time).

- Check in with your Section Chair or Lead Coordinator.
- Work with your coordinator to set up your presentation. **Do not disturb the current speaker.**
- If you prepared handouts, give them to a Session Coordinator who will distribute before the presentation begins.

At your presentation...

- If using a lapel microphone, clip it as close to your mouth as possible! Under your chin is okay.
- Make sure you know where the timekeeper is sitting!
- Watch the timekeeper for milestones: Midpoint, 5 minutes remaining, 3 minutes remaining, 2 minutes remaining, 1 minute remaining, and STOP. You **MUST STOP** when time runs out.
- Repeat any questions for the benefit of the audience.
- Be considerate of the next speaker by leaving the podium area when your time is over. You can always answer questions outside the presentation room.
- If you borrowed a laser pointer, don't forget to return the laser pointer to the Coordinator.

Thank you for your contribution to the success of SESUG 2007!