



## Presenter Checklist

### May

- Print, sign, and submit the **Permission to Publish** form (form and instructions on Web). Deadline: May 18
- If you do not have a laptop of your own, talk to your section chairs to see if they can help you to arrange the use of a laptop. SESUG does not provide laptops.

### June

- Register for the conference – online registration at [www.sesug.org](http://www.sesug.org). Registration opens June 2.

### July

- Submit your Proceedings paper using the Paper Submission system. Be sure to follow the Proceedings Paper guidelines available on the web. Deadline: July 14
- 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).
- Confirm the day and time of your presentation and also the length (10 minutes, 20 minutes, 50 minutes, etc).

### September

- 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.
- Upload your presentation. Also email a copy to your section chairs.

## **October**

- Pack business cards.
- Send your section chairs your arrival and contact information.
- Make backup copies of your presentation.

### **At the conference and before your presentation...**

- Contact your section chairs to let them know you have arrived.
- Visit the presentation room prior to your session to get a feel for the room. Rooms are usually open when not in use.
- Test your laptop on the presentation equipment in the room; make sure you know how to connect to the equipment and how to switch the display from the laptop screen to the projector. The best time to do this is early in the morning (before the first presentation of the day), at lunch, or after the last presentation of the day.

### **At your session...**

- Arrive in the Presentation Room at the appointed time (at least 20 minutes before your presentation time). Introduce yourself to the Session Coordinators. Review your Bio with the Session Coordinators. Get your laptop connected as soon as you can. When your presentation is done, disconnect your laptop right away so the next speaker can get connected.