



Presenter Checklist

May

- Print, sign, and submit the **Permission to Publish** form (form and instructions on Web). Deadline: June 5
- Availability of a laptop for each sections use will not be known until later in the summer, so plan on using your own until otherwise notified by your section chairs.

June

- Register for the conference – online registration at www.sesug.org. Registration opens June 10.

July

- Submit your Proceedings paper using the Paper Submission system. Be sure to follow the Proceedings Paper guidelines available on the web. Deadline: July 21
- 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 3:00).
- 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.
- If you are using your own laptop, test it 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 15 minutes before your presentation time). Introduce yourself to the Session Coordinators. Review your Bio with the Session Coordinators. If you need to use your own laptop, get it connected as soon as you can. When your presentation is done, disconnect your laptop right away so the next speaker can get connected.