Speaker Information Guide

This guide will cover information regarding what to expect as a speaker at the SWS 2023 Conference. All sessions will be presented at the JW Marriott Tucson Starr Resort & Spa (3800 W Starr Pass Blvd, Tucson, AZ 85745). The Hotel Resort & Conference Maps will be available in the Speaker Resource Center (SRC). Also, the assigned location of your session(s) will be available on the "My Sessions" tab in the SRC.

Prior to the conference:
- Sign in to the **Speaker Resource Center** & complete the following tasks by Wednesday, July 26th, 2023:
  - Upload a copy of your presentation **(If you would like attendees to have access to it electronically)**.
  - Upload any additional presentation materials **(If applicable)**.
  - Prepare & bring your presentation on a flash drive **(required)**.
  - Visit the "My Sessions" tab in SRC to obtain the location of your session.
- Register for the conference if you are attending sessions for credit by July 26th.
  - Any speakers that are not registered by July 26th, will be registered by SWS staff for name badge purposes only.

The day of your session(s):
- Please check-in at the Registration Desk 1 hour prior to the start of your session time. You can check your session time(s) on the "My Sessions" tab of the Speaker Resource Center. When you check-in, we will confirm which room your session is assigned to (in case changes were made).
  - There will be a designated conference room where speakers can sit prior to their session start time(s).
- PC Laptops will be provided by our staff in each room/session of the conference for your presentation(s).
  - For those of you that indicated you would be bringing a Mac Laptop when you submitted your application to present, please bring an adapter.

During your session(s):
- A session monitor will be assigned to each session to support you during your presentation.
- At the end of each session, monitors will be scanning badges of attendees in order to award credit for the session.