**Presenter Quick Guide**

**Version 3.0**

**June 2016**

CoHEsion Presenter Quick Guide

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**A MESSAGE FROM THE COHESION BOARD OF DIRECTORS & THE COHESION CONFERENCE COMMITTEES (CC)**

We’re glad that you will be presenting at a CoHEsion Summit conference. Thank you for your willingness to participate and for the time and effort you will spend in creating and presenting your session(s).

This handbook is intended to provide you with information you need in order to prepare and present at the CoHEsion conference. We encourage you to capitalize on your own ideas and creativity in developing your presentation. As you prepare your session, remember that your Track Chair will be happy to assist you. At any time during this whole process, please contact the CoHEsion office (admin@CoHEsionCentral.org) if you have suggestions for improvements to this handbook.

**1.0 CONFERENCE REGISTRATION FEE & HONORARIUM POLICY**

1.1 PRESENTERS

Presenters may receive a reduction in conference registration fee by $50 for the lead presenter and a thank-you gift.

1.2 EXHIBITOR PRESENTERS

Exhibitor presenters will not be eligible to receive the discounted registration fee or honorarium. Each lead presenter will receive one (1) thank-you gift.

1.3 PANEL MEMBERS/BOF LEADERS

Panel members, forum/BOF leaders, and participants in product updates do not receive an honorarium but will receive one (1) thank-you gift.

1.4 NON-EXHIBITING VENDORS

A Non-Exhibiting Vendor Registration Fee will apply to "outside vendor presenters"; however, in limited cases, the Board Liaison will request Board approval to waive this fee in cases where the presenter is from a governmental agency, non-profit agency, or they judge circumstances so warrant. If the fee is waived, the presenter may attend one of the day's meal functions (breakfast or lunch).

**2.0 SESSION DATES AND TIMES**

Generally, concurrent sessions are scheduled for the 2nd and 3rd days of the conference. The conference concludes with the final concurrent session beginning around 4:00 PM.

With the exception of pre- or post-conference workshops, presentations are scheduled for one or two- hour timeslots. Any requests for a two-hour sessions are scheduled across back-to-back session times.

Please plan to compile enough material to fill the allotted time. Remember, it is preferable to have a little too much material to cover rather than too little. Your audience will be disappointed if your

session ends too far ahead of schedule, and generally, those classes are rated low on evaluations. If your session involves several presenters, plan to divide the time equally unless your co-presenters have arranged otherwise.

If you are approaching the end of your scheduled time after 10-15 minutes of questions, it is reasonable to thank the audience and indicate that the formal session is over. Attendees who still have questions will wait to have them answered one-on-one after the session. You may also request impromptu meeting space at the conference if you need to continue your discussion with audience members.

Session rooms at CoHEsion Summit conferences are furnished with the audiovisual equipment listed below. If you require equipment that does not appear on this list you must indicate so on your presentation submissions form. Requests will be reviewed by the Conference Committee; you will be notified by your Track Chair if your request cannot be accommodated. Final request opportunity must be made to your Track Chair a minimum of 30 days prior to conference.

**3.0 AUDIO VISUAL EQUIPMENT**

# Standard Room Setup is based on each presenter utilizing his/her own laptop/notebook computer

* + - One lectern (podium microphone in larger rooms)
		- One video projector with appropriate cabling to connect to computer VGA output port compatible with LCD projector (this does not include an adapter for Mac laptops)
		- One screen

# Computer Standard –

* + - Presenters are expected to provide their own computer for use with audiovisual equipment.
		- Computers should have a VGA output port (or an adaptor to connect to) compatible with LCD projectors.
		- It is the responsibility of the presenter to provide an appropriate adapter (e.g., DisplayPort to VGA; HDMI to VGA; Mini DisplayPort to VGA; or USB to VGA) to connect with the projector (VGA Male).
		- Bring your presentation on a jump drive or some type of external device as a backup.
		- For those without access to a laptop without a VGA output port, please make sure you have saved your presentation onto a standard flash drive.

**Room Size –** The CoHEsion Conference Committee will match up room size with expected attendance.

**4.0 COHESION PRESENTATION TEMPLATE**

We have created a standard PowerPoint template that you will use to create your presentation. The template may be downloaded at: [*http://www.cohesioncentral.org/conferences/presenters*](http://www.cohesioncentral.org/conferences/presenters)

Your Track Chair will give you specific instructions on file submission prior to the presentation deadline. To convert an existing presentation to the new CoHEsion Template

1. Open the template and go to View, then click on Slide Master. Be sure to select the top left slide

and copy (Ctrl-c). Click on the Close Master View.

1. In a separate window open the presentation you wish to convert. Again, click View, then Slide Master.
2. Paste the new Template Master (Ctrl-v). Now delete the old template master, by selecting the top left slide and pressing Delete.
3. Now click on the Close Master View.
4. Now select all the slides in the presentation (click on the top left slide, hold down the Shift Key, and Arrow Down to the last slide).
5. Click on the Insert tab. Click on Header & Footer. Select Slide Number, Footer, and Don’t Show On Title Slide. Click on the Apply to All button.
6. Now click on Reset in the top right of the Top Ribbon. This should position all slides to the template positions instead of the original.
7. You will then need to make adjustments for some of the slides that may not quite fit.

**5.0 COHESION CONTACT INFORMATION**

If you have any questions, please contact your Track Chair or Program Committee Chair.