



# Presenter Quick Guide

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# CoHEsion Presenter Quick Guide

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## A MESSAGE FROM THE COHESION BOARD & CONFERENCE COMMITTEE (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 \$75 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 first (1<sup>st</sup>) through the third (3<sup>rd</sup>) day 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 HDMI and 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 HDMI or 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 HDMI or 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 PRESENTER RESOURCES

You will find resources that will be helpful in planning and creating your presentation located at:

<https://cohesioncentral.org/presenter-resources>.

- General Presentation Guide
- A standard PowerPoint template that you will use to create your presentation
- Presenters Quick Guide
- Topic Ideas
- Presentation PowerPoint template
- Converting Existing Presentation to CoHEsion Template

Your Track Chair will give you specific instructions on file submission prior to the presentation deadline.

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