

Guidelines & Information for Speakers, Tablers, Poster Display, and Session Moderators

Updated: 11/5/15

2015 Salt Lake County Watershed Symposium

November 18-19, 2015 | 8:30am-4:00pm

<https://2015watershedsymposium.eventbrite.com>

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General Information

Register by November 8

- ALL speakers, tablers, volunteers, etc. must register themselves
- Register online, <https://2015watershedsymposium.eventbrite.com>
- The event is **free and lunch will be provided**

Please agree to:

- Leave politics at the door.
- Be photographed, filmed, and/or interviewed during the event

Changes in 2015

- The Symposium will be a two-day event this year (we will not be offering field trips on a third day).
- We're trying shorter breakout sessions this year. Taking a cue from TED Talk philosophy, shorter talks are long enough to be serious and short enough to hold people's attention.

Speakers

Session Guidelines

- 25-minute breakout sessions
 - Allow for at least 5 minutes of Q&A
 - 15-minute breaks between sessions
- Arrive 10-15 minutes before the session start time to check equipment, make sure each presentation is on the laptop, meet the session moderator, and resolve any last-minute issues
- Audience size can range from 20-150
- Speakers agree to:
 - Give talks that are informational and interactive
 - Bring copies of any handouts
 - Encourage the completion of session evaluations

Call for Sessions

- Session proposal **due by September 11**
- Submit proposals via our online form, <http://goo.gl/forms/l7hkdygif>
- Incomplete proposals may not be considered
- Multiple sessions may be proposed, please submit a proposal for each one

Session Selection

- Notification of session selection no later than September 30
- Please review the schedule on the website to confirm your session time
- Advise of any conflicts **asap**, lberni@slco.org

Presentations

- Due **by November 16**
- 25 MB or smaller files can be emailed to lberni@slco.org

- Send larger files via <http://free.mailbigfile.com/>
 - free online service, very easy to use
 - maximum file size 2GB
 - use lberni@slco.org for the “Recipient Email”
 - please include your name, email, and session title in the “Message” field
- if sending a PowerPoint, please also send a pdf
- NOTE: Presentations must reflect what was submitted with the session proposal.

Tablers

- We prefer that tables be staffed, especially during morning registration and lunch
- Tables should be set up by 8:00am on Wednesday (may be left setup overnight) and cleared by 4:30pm on Thursday
- One 6'x30" table and two chairs will be provided
 - Please advise if more space, access to power, or wall space is preferred
- **[Tabling Request Form](#), due by November 13**

Posters

- Posters should be no more than 47" wide X 65" high, mounted for use on an easel (on foamboard, cardboard, etc.)
- Easels will be provided upon request.
- **[Poster Request Form](#), due by November 8**

Session Moderators

- **Arrive 10-15 minutes before the session** start time to check equipment, make sure each presentation is on the laptop, meet the speakers, and resolve any last-minute issues.
 - If you are unsure how to properly pronounce their name, please ask
- **Brief each speaker** on how the session will be conducted, including when and how time reminders will be communicated:
 - Determine how they want to handle Q&A: throughout the session, or at the end.
 - You will give time reminders via placard at “10-minutes left” and “5-minutes left”
 - You will announce the session end when time is up
- **Start on time.** This is extremely important to ensure each speaker has her/his allotted time as well as having time for questions and answers.
- At the start of each session request that the audience to **silence their cell phones** and if they need to take a call to please leave the room before answering.
- **Introduce all speakers** in the order listed in the program. Be sure to mention each speaker’s name, affiliation, and presentation title.
 - An **introduction “script”** will be provided for each session.
 - You are welcome to use the script but not required to. Please read through before using.
- **Keep speakers on time** via the above mentioned time reminders. If a speaker is taking too much time, you may need to interrupt and encourage them to finish in the next minute or two.
- If there are **questions**, make sure the questions do not go over the end of session time.
 - Don’t let the same person monopolize the time when others want to ask questions; try to diversify who ask questions.
- **End the session on time.** Close the session by thanking the speakers!
 - Ask the audience to complete the session **evaluation cards** and the Symposium **online survey**

Interested in moderating a session? **[Moderator Sign-Up Form](#), due November 8**