2013 NASFAA CONFERENCE FACT SHEET FOR PRESENTERS AND MODERATORS

Session Coordinator: Questions about your session can be directed to your session coordinator: Please refer to the confirmation e-mail that was sent to you for your session coordinators contact information.

GUIDELINES FOR PRESENTERS AND MODERATORS

NASFAA interest and general sessions should adhere to the following guidelines:

- Session must be consistent with conference program description
- Session must be well planned and organized in advance of the conference
- Content must be delivered in a professional manner
- Sessions should provide sufficient time for questions and answers from participants
- Sessions handouts and powerpoints should not contain any logos other than those provided on the template provided by NASFAA. To download a copy of the NASFAA powerpoint template to be used please visit the conference web site.

Room Set and Audio-Visual Equipment

- Interest Session rooms will be set theater style with a headtable for presenters.
- Peer-to-Peer Sessions will be set in rounds with a headtable for the facilitator.
- No changes are permitted to the room set as time constraints between sessions will not rooms to be re-set.
- Each room will have a LCD projector, screen, and a podium microphone. Interest Session rooms will also have two wired lavalier microphones. Peer-to-Peer Session rooms will have a two standing microphones as well as a wireless handheld microphone for the facilitator.
- NASFAA **does not** provide laptops.

Handouts

- **Handouts on the Web:** Make your conference handouts available on the NASFAA Web site. Handouts received prior to June 21st will be posted prior to the conference. Handouts received after that date will be posted as soon as possible after receipt.

  - **Paper copies**: Bring at least 150 handouts per session.

  - **Web Specifications:**
    Acceptable formats: PDF preferred.
    One handout document per session: Combine each presenter's handout materials into one document.
    Cover sheet: List session title and presenter names.
    E-mail address and instructions for submission: Send your handout as an e-mail attachment to: web@nasfaa.org. In the subject line indicate conference handout and your session number.

  - A template is available on the conference web site.

Requirements for NASFAA Conference Presenters

- Coordinate with co-presenters and moderator via telephone or person to person well in advance of the conference. Advance planning results in a well-prepared and polished presentation.

.

- A handout should be prepared to provide attendees with written information to take away from the session. All data in the handout must be accurate and complete. If appropriate to the session, include forms or brochures from your office as part of your handout. See information under "Handouts" for further details.
- Discuss appropriate issues with session moderator, including but not limited to session format and audio visual requirements.
- Provide moderator with biographical information for introductory remarks.

Requirements for Moderators (Prior to conference)

- Contact speakers in advance of the conference to confirm audio-visual equipment has been requested.
- Confirm with speakers the format of the session, order of presentations and time frame for each speaker and the preferred procedure for handling questions.
- Ensure that each presenter has a well-developed presentation consistent with the description in the conference program.
- Obtain biographical information from each presenter for use in preparing introductory remarks.

Requirements for Moderators (At the conference)

- Introduce the presenters and provide a *brief* overview of the session.
- Based on the time allocations provided by the presenters, monitor each presentation to ensure all presenters have adequate time and there is adequate time for questions and answers.
- Control the distribution of handouts to ensure that all those attending the session receive the handout before any extra copies are made available to other conferees. Ask the presenter if he/she is participating in the NASFAA project to provide handouts on the web and if no, how he (she) wants to handle requests for additional handouts if there is an insufficient supply (i.e. collect business cards for the presenter so the presenter can mail handouts).
- Field questions from the audience.
- Develop one well-organized question for speaker(s) in case there are not sufficient questions from the audience.
- If requested, complete an interest session evaluation form at the conclusion of the interest session.