

GUIDELINES FOR NASFAA CONFERENCE 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 on the template provided by NASFAA. To download a copy of the NASFAA PowerPoint template that is to be used, please visit the conference website.
- ◆ NASFAA reserves the right to record all sessions presented at its conference and possibly offer the recordings for sale.

Session Formats, Room Sets and Audio-Visual Equipment

- ◆ NASFAA **does NOT** provide laptops.
- ◆ No changes are permitted to the room set as time constraints between sessions will not leave time for rooms to be reset.
- ◆ Please review the online information regarding your session to ensure it is categorized under the correct format. Please notify NASFAA as soon as possible if it is incorrect.

Interest Sessions

- ◆ Standard one-hour time slot. The session typically consists of approximately 45 minutes of presentation and 15 minutes for Q and A.
- ◆ Rooms will be set theater style with a head table for presenters. If space permits, some rooms may be set half-theater and half-classroom style.
- ◆ A/V equipment will include a LCD projector, screen, podium microphone, two wired lavalier microphones and a standing mic for audience Q and A.

Peer to Peer Sessions

- ◆ This is a one-hour time slot with limited presentation. The attendees will anticipate a more interactive session – with a lot of audience participation. The Presenter/Moderator sets objectives and goals for the audience, discusses the topic for no more than 20 minutes and then uses the remaining time to guide and facilitate a discussion with the audience.
- ◆ Rooms will be set in rounds with a head table for the facilitator.
- ◆ A/V equipment will include a LCD projector, screen, a podium microphone, two standing microphones as well as a wireless handheld microphone for the facilitator.

- ◆ A moderator is not required nor will one be assigned for these sessions.

Half-Day Workshop

- ◆ This is a two-hour and 15 minute time slot with limited presentation. The attendees will anticipate a more in-depth session. A beverage break will be set in the facility hallway at the one-hour mark.
- ◆ Rooms will be set in classroom style with a head table for presenters.
- ◆ A/V equipment will include a LCD projector, screen, podium microphone, two wired lavalier microphones and a standing mic for audience Q and A.

Handouts

- ◆ **Upload your handout to the NASFAA website no later than June 26th via NASFAA Speakers Corner.** Handouts received prior to **June 26th** will be posted prior to the conference and you will then not need to bring paper copies. Please note that sessions with multiple presenters must combine their handouts into one document prior to upload.
- ◆ **Paper copies:** If you provide NASFAA with your handouts by June 26th, you do not need to bring copies to the conference. Otherwise, it is required that the presenters bring at least 150 handouts per session.
- ◆ **Web Specifications:**
Acceptable format: PDF (template available on the conference website)
One handout document per session: Combine each presenter's handout materials into one document.

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.
- ◆ Handouts should supplement the presentation. The presentation should not be a simple regurgitation of the handout.
- ◆ Discuss appropriate issues with session moderator, including but not limited to session format.
- ◆ Provide moderator with biographical information for introductory remarks.

Requirements for Moderators (Prior to conference)

- ◆ 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.
- ◆ 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 uploading 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 email 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.