

MSACL 2017 US : Speaker Orientation

Schedule

TUE	January 24	13:30 – 14:00	Sessions 1 & 2 – Speaker Prep <i>in presentation room</i>
		14:00 – 14:45	Session 1
		15:00 – 16:00	Session 2
		16:00 – 16:30	Sessions 3 & 4 – Early-bird Prep <i>in presentation room</i>
WED	January 25	13:30 – 13:45	Session 3 – Speaker Prep <i>in presentation room</i>
		13:45 – 14:45	Session 3
		14:45 – 15:00	Session 4 – Speaker Prep <i>in presentation room</i>
		15:00 – 16:00	Session 4
		16:00 – 16:30	Sessions 5, 6 & 7 – Early-bird Prep <i>in presentation room</i>
THU	January 26	8:45 – 9:00	Session 5 – Speaker Prep <i>in presentation room</i>
		9:00 – 10:00	Session 5
		14:00 – 14:15	Session 6 – Speaker Prep <i>in presentation room</i>
		14:15 – 15:15	Session 6
		15:15 – 15:30	Session 7 – Speaker Prep <i>in presentation room</i>
		15:30 – 16:30	Session 7

Your Tasks – before the meeting

1. Upload your presentation files to Dropbox
 - a. **Why** - This year there will be only 15 minute breaks prior to each Scientific Session, leaving less time than we are used to for Speakers to load and review their talks. To provide an efficient means of loading talks, we have created a Dropbox account just for presentations. Each session has a dedicated folder to hold talks. During the meeting, Session Chairs will easily be able to see whose talks are ready to go.
 - b. **How** - You will receive a Dropbox link via email that will allow you to upload your talk directly to your designated Session folder. This link can be used to upload your presentation at anytime prior to your talk. During the meeting, the podium computer in each Track room will have a folder on it's desktop that is synced to the appropriate Dropbox folder. Any file you upload using your Dropbox link will be available on the specific podium computer that you will be using.
 - c. **Security** - Only MSACL employees have access to view these files prior to the meeting, as files are not shared with any other Speakers or Chairs. Other Speakers in your Track may have access to your files during their Session. You may password protect your presentation if desired. All files will be removed from the Dropbox account at the conclusion of the meeting. Note that using the Dropbox option is not required. You may just bring your files on a USB drive if you prefer.
2. Bring your presentation files to the meeting on a USB drive.
 - a. Consider this a backup for the Dropbox method
 - b. Include a copy of any videos you plan to show. Embedded videos may not work in Presenter Mode.

Your Tasks – during the meeting, before your talk

1. Test your presentation at the Speaker Ready Area
 - During a slow time, and well before your talk time, stop by the **Speaker Ready Area** at the Registration Desk in the Ballroom Foyer. A podium computer very similar to the one you will use will be available to confirm that your talk is available in your Session's folder. If it is not there, or you simply have not yet uploaded it, you may upload your files on this computer. Then open your presentation and step through every slide of your talk in Presentation Mode, confirming that everything looks correct.
2. Be at your podium during the **Speaker Prep** time designated for your Session (listed above). Use this time to confirm that your talk is ready to go, check audio/mic, and meet with the Session Chair. If you would like extra time to run through your slides *with a projector*, use the **Early-bird Speaker Prep** time listed above.

During your talk

1. A laser pointer and mouse will be available to use.
2. Repeat any questions from the audience back to the audience before answering in case other audience members were unable to hear the question asked.

Session Chair Tasks

1. Please meet at the room 15 minutes prior to your Session, during the **Speaker Prep in the presentation room**.
2. Give a brief introduction to the Session and to each Speaker.
3. Keep track of the time. Most talks should be 17 minutes of presentation time and 3 minutes of Q & A. It is very important to keep to the schedule as people do switch between tracks during a Session to see specific talks.
4. Lead the Q & A. Please be prepared with one or 2 questions if the audience comes up short.
5. Provide closure at the end of the Session. Please let everyone know what the next event is on the agenda and encourage them to move along.

Mobile Program : www.msaccl.org/2017us

The MSACL mobile program website can help you plan your week, allowing you to create a personal agenda and take notes on sessions, attendees, and exhibitors. Use a web browser to go to **www.msaccl.org/2017US**.

WiFi

Complimentary WiFi is available in the Renaissance Hotel only, and NOT in the Exhibit Hall.

Renaissance Hotel Login: **SSID:** msacl **Password:** 12345