CHARTING A COURSE FOR FLEET EXCELLENCE

NASUF

2024 ANNUAL WORKSHOP • SEPTEMBER 23-26 *Virginia Beach*

Guidelines for Presenters
2024 Workshop

Preparation Flow and Deadlines for Presenters

[Submit session title, paragraph description, and learning outcomes to include in the website program](). This form will also include the main point of contact to whom we should send future communication.	May 13
Please submit all speaker photos and bios for inclusion in program booklet.	August 1
NASUF staff will confirm A/V needs, confirm room set up and finalize logistical details with Presenting Partners.	August 23
Deadline for submitting attendee pre-reads, all speaker onsite materials/PPT slides. Materials are distributed to all attendees.	September 3

Guidelines for Session Speaker:

The speaker is responsible for developing, preparing and executing a presentation as a part of an education session. Speakers may be asked to present individually, or as a part of a session which includes a series of presenters and speakers. Speakers are expected to establish their own remarks and talking points and provide desired/required aids to association staff in accordance with established deadlines. All talks are scheduled for 60 minutes, including Q&A unless otherwise requested.

Advance preparation for Educational Session Speakers:
- Ensure presentation content and delivery reflects the session title, description and learning outcomes.
- Introduce opportunities to engage participants in the session content, through poll questions, Q&A, gamification, reflection exercises.
- Confirm audio visual needs and stage set preferences.
- Set time to meet with association staff and fellow speakers (if applicable) on-site in advance of the session, for final preparation.
- Prepare presentation aids (PPT, handouts, resources) using provided templates and submit to association staff in accordance to established deadlines.

On-site meeting prior to the session:
- Review the session format and agenda. Establish need for timekeeping assistance or other on-site support.
- Review any introductions for accuracy and relevance.
- Confirm on-site aids and presentation needs.
- Bring a backup copy of your presentation with you to Portland. You should copy your PowerPoint and all videos to a folder on a USB thumb drive. PowerPoint does NOT embed movies. They must be placed in the same folder as your PowerPoint. It is good practice to keep a second copy in your luggage.
- It is important that all speakers stay on time. Moderators have been instructed to stop you from speaking if you go over the allotted time. Staff will give you a 5-minute warning before the conclusion.

During the session:
- Work with staff to ensure mics are working and stage/audience set is as expected for the session.
- Remain neutral and objective during different panelist or presenter opinions and ideas.
- Read all housekeeping and concluding announcements provided.

A/V and IT Parameters

- **Session Room Equipment:** All session room computers will have Wifi, PCs and projector and clicker. If you need sound, video capabilities or any other A/V equipment, please let staff know as soon as possible so we can determine if a reasonable accommodation can be made.
- **Printed material:** Please submit your educational materials (printed as a sponsor benefit), as well as any handouts or worksheets that attendees need as a physical copy by the above deadline. NASUF does not print PPT slides for sessions.
- **Presentation format:** Please use the PPT template provided and follow the font/layout information provided in the template. If you need to deviate from the template, please give staff adequate notice so that we can test the format.
- **Personal laptops** are not preferred but may be used for the presentation. You must check in with NASUF staff one-week prior to the event and provide your own connector cord in per the hotel A/V requirements. You must still submit your materials by the deadline even if using your personal laptop.

Supported Presentation Formats

- PPT, PPTX: The presentation format is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open. **Please use the provided template to be shared closer to the event.**
- PDF: Supported.
- KEY; Keynote files: Unsupported. Please export your presentation as a PowerPoint or PDF file for upload.
    - *Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically.*