



Symposium Presenter Guidelines

SYMPOSIUM SESSION LENGTH: 75 minutes

A symposium session allows for audience members to hear from and engage with multiple presenters who are focused on a common topic. As part of the symposium structure, each presentation group in this session will present a brief ~15 to 20 minute overview of your topic (depending on the number of presenters). Then, there will be ~20 minutes to answer questions from the audience, through a moderator. Please choose one member of your group to act as your representative for the Q&A session.

EQUIPMENT AND MATERIALS

Each symposium room will come equipped with the following:

- Laptop
- LCD Projector & Screen
- Lectern with Microphone
- Enough Wireless Handheld or Lavalier Microphones for panel of participants
- Wireless Presenter Remote
- 1 Flip Chart & Markers

Bring any presentations on a USB to plug into the provided laptop. Or, if you prefer to use your own laptop, make sure you have any adaptors needed for the make and model of your device.

If you plan to provide hard copy hand-outs to attendees, please bring them with you. The venue will be unable to assist with large copy or print jobs.

ACCESSIBILITY

- Please make sure that you upload your presentation into Whova ahead of the conference. You can download the Whova application [here](#).
- If your presentation includes video, please make sure that it also has captions enabled. ([Click here](#) for instructions on how to add captions or subtitles to media in a PowerPoint presentation.)
- Please use the microphone provided, even if you don't think you need it.

ON-SITE TECH SUPPORT

The venue will provide some tech and equipment support. For any urgent A/V matters you are unable to find venue staff for, please contact one of the following individuals:

Kristin Sheehan, (646) 421-0291
Karly Grifasi, (917) 405-7798

OTHER REMINDERS

- You are your own timekeeper. Please make sure to conclude your session no later than the end time of your breakout slot.
- Try to make your session as interactive as possible and encourage participation.

TIPS FOR A GREAT PRESENTATION

- Think through how attendees will experience, understand, and engage with your presentation. Consider practicing on a small group to get their feedback.
- Build in opportunities for engagement and interaction.
- Consider sharing challenges and successes you have experienced in your work.
- Narrow in on what it is that you want attendees to learn from your presentation. Think about the lessons, messages, or tools you want them to come away with.