

Speaking clearly into a microphone:

- Keep the microphone about two inches from your mouth.
 - When held two inches from your mouth, speak normally into the microphone.
- Do not worry about being too loud, the AV team can adjust speakers down, but adjusting speakers louder is much more difficult and can cause harsh, unwanted feedback.
- Practice speaking ahead of time.
 - Often speakers trail off (get quieter) at the end of sentences, which makes it difficult to hear.
- If you want to speak at the podium, we've provided a confidence monitor (a screen the speaker can see) so you don't have to turn towards the large screens while speaking.
 - If you turn to look at the large screens while speaking at the podium, your mouth is turned away from the microphone, and it makes it difficult to hear you.

When presenting with the Slide Remote:

- Make sure the slide remote is on.
- The slide remote has a number of buttons on it.
 - The button that looks like this: > advances the slides forward.
 - The button that looks like this: < moves the slide deck backwards.
- The top button activates the laser pointer on the front of the slide remote; be careful not to point it towards the audience.
- Direct the front of the remote towards the AV table. That is where the receiver is. Pointing it at the screen may not necessarily advance the slide.



Time Limits:

- Please be considerate of others and stay within your allotted time limit.
- Moderators are in charge of managing the time of their sessions.
- Breaks with the exhibitors are important and that timing must be maintained, as they contribute significantly to the budget of the conferences.
 - Every overage pushes events backwards.

Presentation:

- Please use the PPT template provided on the SWAAAE.org website.
- Presentations should be created in 16:9 format.
- Please have your presentation submitted ahead of time.
 - Changes happen, and these can be replaced ahead of time, but please attempt to get them to the AV team as soon as possible.
- Please name your file according to the following principles:
 - ***Day, Time, Speaking Position, Speakers last name***
 - **Day:** The three-letter abbreviation for the day of your presentation (SAT, SUN, MON, TUE)
 - **Time:** The scheduled session time of your presentation
 - **Speaking Position:** This is used if there is more than one presentation at this time slot.
 - **Speakers Last Name:** self-explanatory
 - **Example:** If you have the second presentation at the 10:15 session on Tuesday, and your name is Trimborn, the file would be named:
 - TUE 1015-2 Trimborn.ppt

Equipment:

Personal equipment (laptops, tablets, phones, etc.) **WILL NOT** be connected to SWAAAE equipment. Too many issues arise from using equipment outside the AV setup. Please plan accordingly.