Speaker Guidelines

NOTE: The following is general information for reference. Final location of poster and speaker setup could change. Presenters will be notified of any updates closer to the date of the Conference.

GENERAL SESSION FORMAT

• Speakers will present from a podium with a microphone and screen for slide presentations.
• You will have access to a PC computer in the session room, provided by the Conference, to upload your presentation. If your session organizer has indicated that an internet connection is needed that will be available on the session computer.
• Speakers MAY NOT connect their personal laptop or other device for the presentation.

SLIDE LOADING/TRANSFER

• Please upload your presentation slides to SNEB online at https://sneb.submittable.com/submit no later than 5 p.m. EDT Friday, July 10 so material is available to attendees.
• The slides must be in a format for use on a laptop that will have Microsoft Office products, preferably PowerPoint.
• Please indicate any slides containing unpublished information that cannot be shared on the Conference app or webpage.

SLIDE FORMAT

• Acknowledge your professional affiliations at the start or end of your presentation. Names and/or logos are acceptable.
• All sessions are held in a general session ballroom, so slide fonts and images must be visible from a distance.
• All slide sizes should be either Standard 4:3 or Widescreen 16:9.

TIMING

• If speaking on a panel please contact the session organizer prior to conference to determine the exact timing of the presentation.
• Please arrive at the session room 15 minutes prior to the start of your presentation.
• Speakers have been informed of the allotted time for their presentation and are respectfully asked to adhere to the schedule. To help, it is recommended you plan one minute of speaking time per slide (30 slides or fewer for a 30 minute talk, 15 slides or fewer for a 15 minute talk).
• Session moderators will have hand cards with time warnings to help you stay on time.
• After each talk, time has been allotted for questions. Your session’s moderator will open the floor for questions and also guide wrapping up the questions when it is time to move to the next speaker. If your time runs over, your question time may have to be omitted. The moderator will make this determination.

REGISTRATION

All speakers are required to register for the conference. SNEB Members who are speaking are required to cover the expenses of attending conference. As a Non-Member speaker, if you are only attending to present your session, a coupon code will be provided to complete your complimentary registration. If you would like to attend programming in addition to your session time, you will need to pay to attend conference. Speakers must be registered by June 5.

QUESTIONS

If you have any questions, please email the SNEB office at info@sneb.org.