



AG2022

SESSION AND PRESENTER GUIDELINES

Thank you for your participation in and support of the Hawai'i Agriculture Conference.

IMPORTANT: All presenters are required to register online by July 31, 2022 at: hiagconference.org. Presenters can obtain a \$50 discount code from their session organizer.

SESSION ROLES

- **SESSION ORGANIZER:** Identify, organize and prepare presenters (moderator, speakers and/or panelists). The session organizer may also serve as the moderator or as a speaker or panelist.
- **MODERATOR:** Organize and prepare the session presentation team, introduce speakers, close presentations, ensure speakers and sessions begin and end on time. In a panel format, moderators will also guide the discussion and Q&A.
- **SPEAKER/PANELIST:** Prepare, submit and deliver a presentation within the allowed time frame. Engage in a Q&A session.
- **ROOM MONITOR:** Check badges, count attendees, monitor door noise. Must be next to the door (standing or seated). May be asked to assist with timekeeping if needed.
- **MEDIA TEAM:** An on-site media team will ensure that presentations are loaded and working properly and will troubleshoot any technical issues.

TIMELINES

- **May 15, 2022: SESSION ORGANIZER** provides presenter information (name, affiliation, email, phone number) to ALFH via email to agconference@agleaderhi.org.
- **June 15, 2022: PRESENTER** photos and bios will be due. A link to the Whova Speaker Center will be provided to presenters to upload this information to the conference program. Please ensure proper spelling, Hawaiian diacritical marks, and prefix (Dr., Mr., Mrs., Ms.). Names and affiliations will be included in the conference program. Learn more about Whova below.
- **July 1, 2022:** Conference schedule will be finalized and shared with presenters.
- **July 31, 2022: PRESENTERS** must pay to register for the conference. Early Bird Registration will cost \$300 and will be open from May 15 - July 31, 2022. A **\$50 discount code** will be provided to confirmed presenters. A presenter pass is available at no charge for presenters who wish to only attend the session they are speaking at, but it will not provide access to any other conference sessions or events.
- **September 19, 2022:** Multimedia presentations will be due.



INSTRUCTIONS FOR BEFORE THE CONFERENCE

The **MODERATOR** plays a critical role in organizing a successful session. Please review these guidelines:

1. Familiarize yourself with the session description. Conference participants will make selections based on how closely session descriptions align with their interests. Please keep this focus in mind when you prepare your brief introductory and closing session remarks (not to exceed 2 minutes).
2. Coordinate with the **SPEAKERS/PANELISTS** ahead of time to:
 - Review the session time structure (intro/closing, intro of speakers, order of presentations, transitions, and Q&A).
 - Emphasize the importance of staying on time.
 - Determine how each **SPEAKERS/PANELISTS** would like to be introduced.
 - Ask for a short summary of what **SPEAKERS/PANELISTS** plan to present.
 - Determine Q&A Format: throughout the session or hold to the end.
 - Share contact information for coordination prior to and at the conference.
 - Ensure **SPEAKERS/PANELISTS** are familiar with the event date, showtime and location of the session.

SPEAKERS/PANELISTS must upload their multimedia presentation materials by **September 19, 2022** at this link: Upload AG2022 AV File. Label your presentation file as “Lastname_firstname_session title.ppt”

INSTRUCTIONS FOR THE DAY OF THE CONFERENCE

BEFORE THE SESSION

- **MODERATOR, SPEAKERS/PANELISTS** and **ROOM MONITOR** should meet 15 minutes before the session begins to prepare and check in with the on-site **MEDIA TEAM**.
- **MODERATOR** will remind speakers that they will provide appropriate time warnings. If necessary, the **ROOM MONITOR** may be able to assist with timekeeping.

DURING THE SESSION

- The **MODERATOR** introduces the **SPEAKERS/PANELISTS**. Be sure to stay on time and spend no more than one minute introducing each speaker.
- The first **SPEAKER** begins their presentation.
- The **MODERATOR** or **ROOM MONITOR** will assist with timing.
- The **MODERATOR** will thank the speaker and will then introduce the **NEXT SPEAKER** to keep the session on time.
- After each speaker has completed their presentation, the **MODERATOR** conducts the Q&A (unless the session follows a different structure). The **MODERATOR** should prepare at least one question for each speaker in case there are no questions from the audience. If the room layout allows, the **MODERATOR** should reconvene the speakers to the front of the room or the panel table for the Q&A. Invite people to come to a microphone to ask their question or repeat their question so everyone can hear.
- The **MODERATOR** should also provide a few concluding remarks about the session. If possible, mention how people can find out more or get more involved.
- **PLEASE REMEMBER...KEEPING TIME IS CRITICAL.** Respect the presenters' time and the conference schedule.



AUDIO-VISUAL PRESENTATION INFORMATION

- Hawai'i Convention Center (HCC) computers using Microsoft Office 365 will be provided at each podium. These computers do not have a CD/DVD drive.
- Avoid using embedded audio or video if possible. If you do embed audio or video, please inform the **MEDIA TEAM** at the time you submit your presentation in order to ensure that the audio and video are linked when transferred to the HCC computers.
- For slide presentations please use PowerPoint. Slides with a 16:9 ration will work best. We cannot accommodate google slides.
- Please label your presentation file as "Lastname_firstname_session title.ppt" prior to uploading the document.
- Upload all Audio Visual presentation materials by **September 19, 2022** at this link: [Upload AG2022 AV Files](#)
- As a backup, bring your presentation to the conference on a USB Thumb drive. All presentations must be submitted to the on-site **MEDIA TEAM** at least **24 hours prior** to your presentation time. Please discuss any potential problems or special needs concerning your presentation with the on-site **MEDIA TEAM**.
- Bring a hard copy of your presentation in the event of technical difficulties.
- You should only have to use the arrow keys to change slides. The **MEDIA TEAM** member will do the rest. Refrain from making other adjustments and always ask the **MEDIA TEAM** member for support.
- Meeting Room A/V Set-Up: Each room will have a podium, podium microphone, computer (loaded with session presentations), laser pointer, and projector/screen or monitor. Some rooms may also have a panel table.

WHOVA - ONLINE CONFERENCE PROGRAM

We will be utilizing Whova, a conference management application, to share program information with conference attendees.

- We recommend you download the Whova app to your mobile device for use during the event. Download Whova for [Apple](#) or [Android](#).
- All presenters will receive an email with a link to the Whova Speaker Center in early May with instructions on uploading your photo, a short bio, and affiliations. Please be sure to use proper Hawaiian diacritical marks.
- Through the Speaker Portal, speakers can recommend interesting web articles and news related to the session topics or yourselves that will be visible to conference attendees. Please feel free to utilize this function as you see fit.

QUESTIONS

If you have any questions about your session or the conference, please contact your session organizer or the conference organizers at agconference@agleaderhi.org or call us at 808.947.2914.

