

This document provides detailed information for session organizers, moderators, speakers and room monitors. **All speakers are required to register online by Sept 1, 2024 at hiagconference.org. See additional details below.**

SESSION ROLES

SESSION ORGANIZER: Develop session content and presentation structure and identify, organize and prepare speakers. The organizer may also serve as a speaker.

MODERATOR: Organize and prepare the presentation team, introduce speakers, close presentations, ensure speakers and sessions begin and end on time. In a panel format, moderators will guide the discussion and questions and answers (Q&A).

SPEAKER: Prepare, submit and deliver a presentation. Engage in a Q&A session.

ROOM MONITOR: Check badges, count attendees, monitor 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 presentations are loaded and working properly and will troubleshoot any technical issues.

TIMELINE

JULY 14 **SESSION ORGANIZERS** Provide input on the final session title, description, and content as well as speaker information (name, affiliation, email, phone number) to conference coordinators via email to agconference@agleaderhi.org. **NOTE: Provide the same email address that will be used for conference registration.**

AUGUST 15 **SPEAKERS** Whova profiles (photos and biographies) due. Please ensure proper spelling, Hawaiian diacritical marks, and prefix. Learn more about Whova on page 3.

AUGUST 15 **SPEAKERS** receive the conference schedule.

SEPTEMBER 1 **SPEAKERS** pay to register for the conference. Email agconference@agleaderhi.org prior to registering to receive a discounted speaker rate of \$275. A speaker pass is available at no charge to those who are only attending the session they are presenting at. A speaker pass will not provide access to other conference sessions or events. **NOTE:** Use the same email address for your Whova speaker profile and your registration.

OCTOBER 30 **SPEAKERS** Audio-Visual presentations will be due. See guidelines on the page 3.

**BEFORE THE
CONFERENCE**

The **MODERATOR** plays a critical role in organizing a successful session. Familiarize yourself with the session description. Keep this focus in mind when you prepare introductory and closing session remarks (not to exceed 2 minutes).

Coordinate with **SPEAKERS** ahead of time to:

- Review the session time structure (intro/closing, speaker intros, order of presentations, transitions, and Q&A)
- Emphasize the importance of staying on topic and on time.
- Determine how each of the **SPEAKERS** would like to be introduced.
- Ask for a short summary of what the **SPEAKERS** plan to present.
- Determine Q&A Format - throughout the session or hold to the end.
- Review the Whova tutorial [Video guide for In-Person Events](#) to familiarize yourself and the team with Whova for speakers.
- Share contact information for coordination prior to and at the conference.
- **Ensure SPEAKERS are familiar with the event date, showtime and session location.**

SPEAKERS must upload their multimedia presentation materials by **October 30, 2024** at this link: [Upload AG2024 AV File](#). Label your presentation file as "**Lastname firstname session title.ppt**"

**AT THE
CONFERENCE****BEFORE THE SESSION:**

- **MODERATOR** and **SPEAKERS** meet 15 minutes before the session to prepare and check in with the **MEDIA TEAM**.
- **MODERATOR** reminds speakers that they will provide appropriate time warnings. The **ROOM MONITOR** may be able to assist with timekeeping.

DURING THE SESSION:

- The **MODERATOR** introduces the **SPEAKERS**. Stay on time and limit speaker introductions to one minute.
- The first **SPEAKER** begins their presentation.
- The **MODERATOR** or **ROOM MONITOR** will assist with timing.
- The **MODERATOR** will thank the speaker and introduce the **NEXT SPEAKER** to keep on time.
- The **MODERATOR** conducts 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 questions so everyone can hear. The **MODERATOR** may ask the audience to use the WHOVA Q&A tool and should read questions aloud.
- The **MODERATOR** provides concluding remarks and mentions how people can find out more or get involved.

PLEASE REMEMBER...KEEPING TIME IS CRITICAL. Respect the presenters' time and the conference schedule.

**AUDIO-VISUAL
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 or connection.
- Avoid using embedded audio or video if possible. If you do embed audio or video, inform the **MEDIA TEAM** at the time you submit your presentation to ensure the audio and video link when transferred to the HCC computers.
- Use PowerPoint or a PDF file for slide presentations. Slides with a 16:9 ratio work best. We cannot accommodate Google slides.
- Label presentation file as "**Lastname_firstname_session_title.ppt**" prior to uploading the document.
- Upload all presentation materials and handouts by **October 30, 2024** at this link: [Upload AG2024 AV Files](#)
- Hand-outs will be made available to the audience on the conference website. Label handout files in the following format: "**Handout Session Title Handout Description Date Created.pdf**"
- As a backup, bring your presentation to the conference on a USB thumb drive and bring a hard copy.
- Discuss potential problems or special needs with the **MEDIA TEAM**.
- Use the arrow keys to change slides. The **MEDIA TEAM** will do the rest. Refrain from making adjustments and always ask the **MEDIA TEAM** 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 with multiple microphones.

**WHOVA
ONLINE PROGRAM**

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

- Download the Whova app to your mobile device for use during the event. Download Whova for [Apple](#) or [Android](#).
- Review the tutorial [Video guide for In-Person Events](#) to familiarize yourself with Whova.
- Presenters will receive an email with a link to the Whova Speaker Center with instructions on uploading your photo, a short bio, and affiliations. **NOTE: Use the same email address for your Whova speaker profile and registration.**
- If you have been a speaker at a past event that utilized Whova, your profile may already exist. Update your profile with any changes.
- Through the Whova Speaker Portal, speakers can recommend interesting web articles and news related to the session topics that will be visible to conference attendees.
- **MODERATORS** and **SPEAKERS** may use the Whova Q&A polling and questions tool. Familiarize yourself with the tool at the above tutorial link.

QUESTIONS?

Contact your Session Organizer or email agconference@agleaderhi.org.