ABOUT YOUR ROLE AS SPEAKER

You can help make this program a success not only by giving a well-prepared, and interesting presentation, but also by remembering that you are part of a team. The purpose of the presentation is to benefit your customers – the audience. This means that you need to:

- Know how your presentation relates to the others, and to the overall theme for the panel;
- Respect other speakers by using only your allotted time;
- Respect the audience by preparing written materials and preparing for the event as you would for any other public appearance i.e. a court hearing; and
- Contribute to discussions among the panel and audience.

Before the meeting:

- Participate on a conference call with the Moderator and other panelists in the preparation of session presentation.
- If you plan on using a PowerPoint presentation during the session, please coordinate with the session Moderator to make sure your PowerPoint presentation is uploaded to one laptop.
- Prepare original course materials (4-10 pages) by deadline. Please submit paper to the session Moderator and Section staff.
- Complete all necessary paperwork, including:
  - Submitting Written Program materials;
  - Submitting an Abstract;
  - Returning a completed Diversity Profile Form;
  - Returning a Speaker Release Form;
  - Submitting a biography and photo (electronically);
- Rehearse your remarks so that you can give them efficiently and effectively.

At the meeting:

- Arrive at least 30 minutes in advance – don’t make everyone else sweat!
- Confer with your Moderator to make sure you know the sequence and how much time is allotted to you.
- If possible, make connections with what other speakers have said or will say.
- Follow the Moderator’s directions, especially when you are warned that your time is almost up.