



*SouthEast SAS Users Group 2006
Atlanta, Georgia
October 8-10*

www.sesug.org

SPEAKER CHECKLIST

June 2006

- ✓ Print, sign, and submit the **Permission to Publish** form (form and instructions on Web).
Deadline: Jun 30
- ✓ Submit your Proceedings paper using the Paper Submission system. Be sure to follow the Proceedings Paper guidelines available on the web. Deadline: June 30
- ✓ Confirm your A/V requirements with your section chairs.

July 2006

- ✓ **BOOK HOTEL** – only a limited number of rooms are available at the conference rate. Unless you are attending weekend workshops, you should arrive by Sunday afternoon (first session begins at 4:30)
- ✓ **Register for the conference** – online registration at www.sesug.org
- ✓ Confirm the day / time of your presentation and also the length (10 minutes, 20 minutes, 50 minutes, etc)

Late September

- ✓ Make sure the Section Chairs have an up-to-date bio (you provided a bio in the paper submission system) and alert them to any special needs
- ✓ Ask your Section Chair when you should arrive for your session
- ✓ Create a backup copy of your presentation (or email it to your section chair(s))
- ✓ If you do not have a laptop available, work with your section chairs to arrange to use somebody's machine.
- ✓ Pack business cards
- ✓ Send your section chair(s) your arrival and contact information

Before your session...

- ✓ Visit the presentation room prior to your session to get a feel for the room. Rooms are usually open when not in use.
- ✓ Understand the setup details for Projection equipment.

At your session...

- ✓ Arrive in the Presentation Room at the appointed time (at least 20 minutes before your presentation time).
- ✓ Check in with your Section Chair or Lead Coordinator.
- ✓ Work with your coordinator to set up your presentation. ***Do not disturb the current speaker.***
- ✓ If you prepared handouts, give them to a Session Coordinator who will distribute before the presentation begins.

At your presentation...

- ✓ If using a lapel microphone, clip it as close to your mouth as possible! Under your chin is okay.
- ✓ Make sure you know where the timekeeper is sitting!
- ✓ Watch the timekeeper for milestones: Half, 5 minutes, 3 minutes, 2 minutes, 1 minute, and STOP. You MUST STOP when time runs out. *Repeat any questions for the benefit of the audience.*
- ✓ Be considerate of the next speaker by leaving the podium area when your time is over. *You can always answer questions outside the presentation room.*
- ✓ If you borrowed a laser pointer, don't forget to return the laser pointer to the Coordinator.

Thank you for your contribution to the success of SESUG 2006!