

NRT WORKER SAFETY AND HEALTH TECHNICAL CONFERENCE

OCTOBER 18-19, 2016 • U.S. COAST GUARD HEADQUARTERS • WASHINGTON, DC 20032

Speaker and Presentation Guidelines

Speaker Responsibilities Prior to Conference

- Confirm presentation date and time with session facilitator.
- Submit introductory speaker bio and presentation description to session facilitator. Presentation descriptions are limited to 450 characters including spaces.
- Register for the conference at www.wsh.nrt.org. **Speakers are responsible for making their own travel and hotel reservations.**
- Submit final PPT presentation to session facilitator by October 10, 2016.

Speaker Introductory Biography

Keep your biography professional, friendly, and short enough that can be read aloud in 1 to 3 minutes. Your session facilitator will use the biography for your introduction. When you prepare your biography, make sure it answers the question: “Why am I qualified to speak on this subject?” Good biographies build credibility. Feel free to include something unique, fun or personal about yourself.

Presentation Description

Your presentation description may be posted on the conference website and other printed marketing materials. Please be sure that your presentation description is clear, concise, and accurate. The description should include the key session learning objectives.

Basic Presentation Guidelines

- Each presentation should remain within the allotted time for questions/answers. It is critical to stay on schedule so that attendees may move between sessions as needed.
- Make sure your presentation is representative of what was promoted to the attendees in the presentation description. If recent events cause you to divert from the promised agenda, let the audience know what you are speaking on and why.
- Do not use off-color jokes, sexist remarks, and racial, political, or religious references. Do **NOT** use humor at the expense of any members of the audience.
- Be conscious of the make-up of your audience. Your audience may come from different agencies, industries, professions and geographical regions.
- Speaker should check-in with the session facilitator **BEFORE** the presentation session begins.
- Laptop and A/V equipment will be set up in room before the presentation.

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- The conference will include virtual attendees as well as in-person attendees, so please be sure to speak clearly into the microphone and repeat any questions that are asked in the room to ensure that all participants can follow the discussion.

Speaker Responsibilities at Conference

- Upon arrival, please check in with session facilitator. Please arrive at least 15 minutes prior to the beginning of the session.

Prepare Attractive PowerPoint Slides

- Avoid complicated visuals that require extensive reading by audience members
- Make visuals attractive and easy to understand
- The conference room is large. Make visuals large enough to be read by a person sitting in the back of the room. Minimum font size should be 22 point for bullets and 16 points for legends and axis data.

A/V Equipment

- Plan to use the conference laptops for your PowerPoint presentations (Conference laptops are PC-based; Apple platform may not be supported.)
- Microphone, projector, screen, and podium will be provided for the speaker.

Commercialism Policy

- Promotion of any product or service within the presentation and/or through distribution of written promotional materials is **NOT** allowed.
- Do **NOT** infer that the NRT, the Worker Safety and Health Technical Conference Planning Committee, or any of its participating members approves or endorses any product, software, or system for any reason.
- **NO** commercials. The purpose of this conference and your presentation is to educate.