2019 NOAA EDM Workshop
GUIDANCE FOR PRESENTERS

Congratulations for being selected to present at the 2019 EDM Workshop. We are looking forward to your participation and your presentation! This document provides guidance to presenters.

Before the Workshop - You should have already heard from your Session Chair about planning the flow of the session, including your allotted speaking time. They may also request a brief bio for introducing your talk. If you have not heard from your Session Chair please contact the workshop planning team: edmw.planning.team@noaa.gov

Presentation Logistics

- Timing
  - All Breakout Sessions are 90 minutes in length and have a maximum of 6 presenters per Session.
  - There will be 3 concurrent Breakout Sessions going on at the same time in 3 different Breakout rooms.
  - The default time for each presenter is **12 minutes of presentation material and 3 minutes for Q&A**, unless you have received different guidance by your Session Chair about the time frame and structure of your Session.
- Guidelines for Presenter Slides
  - We recommend using the 16:9 ratio for all presentations.
  - The format should be PowerPoint, Google Slides, or pdf version of your slides.
  - **ACTION DUE**: **All Presenter's slides should be uploaded to your respective Breakout Session folder on Google Drive here**.
  - **Deadline for uploading your final presentation slides: Tuesday, Sept. 3rd (12pm (noon) PT),** the day before the workshop begins. If you can not meet this deadline, please inform your Session Chair.
  - Please note - Your Session Chair is responsible for uploading all presentations for the Session onto the laptop in the conference room where the Session will be held. *NOTE: Session Chairs - We recommend you convert your presenter's slides to pdf format for ease of slide transition during the presentation.*

When your Session Begins

- Arrive Early- Please arrive 15 minutes early to check in with your Session Chair, make sure you are comfortable and familiar with the Audio/Video setup, and make sure your slides are ready to go.
- When it's your turn to present, your Session Chair will introduce you.

During the Presentation
- <u>Podium Laptop</u> - There will be a Macbook at the podium in each Session room for presenting. Your presentation will be teed up beforehand, and will be ready for you when you arrive at the podium.
- <u>Transition of Slides</u> - Speakers will advance their own slides using the computer at the podium, and a laser pointer will also be provided. The screen on which the slides will be shown will be just over your left shoulder, and you can follow along on the laptop screen.
- <u>Presenter Timekeeping</u> - A timekeeper in the room will alert you when 5 minutes remain, 2 minutes remain, and when your time is up.
- <u>Recording</u> - In order to assist with note-taking and reporting, all speaker presentations are subject to audio and/or video recording.
- <u>Podium Microphone</u> - **Please use the microphones at all times**, so that remote participants can hear you, and to ensure a high-quality recording of the session.

For Speakers Planning a Live Demo
- There will be internet access and a browser on the podium laptop if needed.
- Please find a time to try out your demo on the podium laptop well before the actual session to verify that everything works

For Speakers Requiring the Use of your Own Laptop (not recommended)
- Anyone who requires the use of their own laptop to present, must notify your Session Chair and ESIP logistics staff in advance.
- To present from your own laptop, you will sign in to the GoToMeeting session running in that room, and request to be made the presenter through the GoTo application. Slides and presentations will then be routed through GoToMeeting and displayed on the screen, as well as being broadcast and visible to remote attendees.

Remote Participants Access (GoToMeeting)
- GoToMeeting access will be provided for anyone that would like to dial in remotely to any portion of the EDMW. There will be separate GoToMeeting sessions for each of the Breakout rooms, and information for each will be posted on the [2019 EDMW Website](#).
- There may be remote participants dialed into your Session using the GoToMeeting app.
- The laptop on the podium must remain in place and all cables connected.

Presenter's Q&A Discussion (after your talk)
- Session Chairs will moderate and facilitate the Q&A discussion after each presentation.
- The default Q&A time for each presenter is approximately 3 minutes after your presentation is done. Session Chairs may opt to hold a longer Q&A panel discussion at the end of the Session after all presenters have finished.
- If needed, remind participants in the room to **use the hand-held microphone** so that all questions are audible to remote attendees.
- Note takers will be keeping notes in a shared document