



**2023 CHAIR, MODERATOR,
SPEAKER, &
POSTER SESSION
MANUAL**

Contact:

Cassie Davie
Sr. Conference Manager
Phone: 713-343-1891
Cell: 832-788-2603
cdavie@accessintel.com

CONTENT

Chair and Moderator responsibilities	3
General information – conference rooms	4
Mandatory presentation guidelines	5
Session Chair information and PPT review process	6
Onsite Speaker presentation instructions	7
Post conference	7
General Information – Poster Session	8

PRESENTATION AND HOTEL DEADLINES

October 16, 2023

Hotel reservation deadline to secure discounted rates - After this date, room rates may increase and are subject to availability. After this date you will need to reach out to the hotel directly. Hotel and other travel information can be found on our website menu under the Hotel & Travel.

October 18, 2023

(1) Online **Mandatory Speaker Release forms** are due which gives Access Intelligence permission to make your presentation(s) available to conference delegates via the conference website following the conclusion of the conference. This is a requirement for speakers and panelists with presentations. The form can be found in Speaker Resources.

(2) **Presentations are due for mandatory review**. Upload as a **PDF** through Speaker Resources which can be found on the conference website at www.cleangulf.org. Click the Menu icon on the upper right-hand side of the screen. You will see it listed under the Resource Center. Small changes/tweaks will be allowed after this deadline but must remain non-commercial in nature. Onsite presentations must be in **PowerPoint**. *It remains your responsibility to bring your approved PPT with you to the conference and copy it to the computer in your session room. See page 5 for complete information.*

Questions and/or problems should be directed to Cassie Davie, Sr. Conference Manager, phone + 713-343-1891, cell: 832-788-2603 cdavie@accessintel.com.

SESSION OFFICER RESPONSIBILITIES

Responsibilities of a Session Chairperson

- Serve as the champion of your session and work with conference team to ensure quality speakers and presentations
- Write a session description for the session you are chairing for promotion in brochures and marketing literature
- Work with conference team to recruit quality speakers/panelists
- Ensure the Speakers/Panelists give topical presentations (review presentations in advance of the conference)
- Work with conference team to find suitable replacement speakers/panelists for those that cancel (if applicable)
- Participate in conference calls (particularly valuable for panels)
- Serve as or nominate session Moderator
- Onsite at the conference, welcome the attendees in your session, make the announcements provided, introduce the speakers/panelist (done by moderator if one is assigned)

Responsibilities of a Moderator:

- Introduce each speaker/panelist
- Facilitate practical application Q&A, help the audience connect the information presented to their everyday work environment. This creates a deeper understanding of the content and uncovers ways for the audience to apply it. In advance of the conference, each speaker will be asked to supply the moderator with 2 to 3 questions they would like to be asked. Q&A is king!

Survey results indicate that the audience wants Q&A at the end of each presentation, and that moderators stick to the speaker order listed in the program. That allows attendees to plan and move between sessions

GENERAL INFORMATION – CONFERENCE ROOMS

Who else is slotted in my session?

Please go to <https://www.cleangulf.org/preliminary-conference-agenda/> to find the Conference Agenda. From there you can search for your name(s) to find your session.

What is the conference venue, anticipated overall attendance, and expected audience size?

CLEAN GULF 2023 will be held at the Henry B. Gonzales Convention Center, 900 E. Market Street San Antonio, Texas

How much time will we have for the presentation and Q&A?

Presentation-based Conference Sessions scheduled in conference rooms

The amount of time allotted for your individual presentation will vary depending on the final number of speakers in your conference session. Each session is 90 minutes, and there are typically 3 – 4 speakers in each session. It is important that you verify the exact length of your presentation time with your Session Chair. How Q&A is handled is up to the discretion of the Session Chair. Time permitting it may occur at the end of each presentation or near the end of the session.

Panels

Where appropriate each panelist will have 5 to 10 minutes for a PowerPoint presentation to help lay the foundation for the discussion that follows. Presentations are encouraged but up to the discretion of the session chair.

Forums

The Forums are meant to be more informal with more interaction with the audience. It is audio only no PPTs. It is solely up to the session chair to determine how that conversation will be run.

What multimedia equipment will be available (e.g. computers, projectors, laser pointers, remote controls, etc.)?

Conference sessions/panels will be equipped with a laptop, projector, wireless PP advancer, podium with microphone, table microphones for Q&A. Questions will be taking both from the in-person and virtual audience. Forums will have audio only.

How do I get in touch with my Session Chair?

You will receive your session chair's contact information in late September.

MANDATORY PRESENTATION MATERIALS

Attendees come to a conference searching for solutions to their problems. They want practical, tangible, precise takeaways that solve their problem(s). They want to be able to understand the why, how and what, as well as be able to apply that information. Data can be found online.

PowerPoint Presentations

Company PowerPoint templates are allowed if they meet the following requirements:

- **Headers/company logos on first slide only**
- Short taglines are allowed along with company logo (first slide only), no advertisements, product names, URLs, or booth numbers
- Header not to exceed 1.5 inches
- No URLs
- **No company footers allowed**
- Must include the CLEAN GULF 2023 logo somewhere on the first page
- Please use Widescreen (16:9) formatting

If your company template does not fit within these requirements the CLEAN GULF template must be used which can be found online in Speaker Resources. You may choose the font size, font color and background for your PowerPoint.

Required Slides

- Slide 1- identifies the presenter(s), their companies, and contact information – **You must include your name and presentation title on this slide so that it can be identified for the conference archives**
- Slide 2 - lists the 3 to 4 learning outcomes. This is where you tell the audience what you want them to learn and remember after hearing your presentation

Video Content

You are welcome to use video content as part of your presentation as long as it is not commercial in nature or is product specific. Post conference PPTs are converted to lower resolution PDFs to keep them within a 10 MG or under range so that they will meet our system limitations.

General Instructions:

- Format for a widescreen (16:9) screen
- Tradenames should be limited to one use per tradename and referred to generically after that
- Photographs cannot not include company or product names
- Claims must be backed up with data and be technically viable

NOTE: Speakers/panelists must avoid commercial presentations or they are subject to cancellation. Presentations are reviewed for readability and commercialism.

SESSION CHAIR INFORMATION AND REVIEW PROCESS

Centralized Speaker Communication through Conference Staff

While you are welcome to interface directly with the speakers in your session, communication is centralized through Cassie Davie. Your speakers will receive:

- Acceptance confirmations and registration information
- Instructions on how to access our online speaker portal – Speaker Resources (this is where they will check or upload their bio and photo, download the speaker manual, upload their presentations prior to review)
- Registration reminders
- PPT upload reminders (week before deadline, day of the deadline, day after the deadline if they didn't upload)
- Reminders to provide a bio (if they have not complied) to be used to introduce them prior to their presentation
- Onsite instructions

Review Process

1. Session chairs are responsible for reviewing each presentation within their session. You will receive links to your speaker's PPTs about 5 days after the deadline of October 18, 2023. It easily takes that long or longer to communicate and collect PPTs from speakers who have not met the deadline.
2. Deadline extensions may be given but must be coordinated in conjunction with Cassie Davie so that "where's your PPT" calls aren't made or emails sent. All PPTs must be reviewed so deadlines of greater than a week are discouraged to allow time for adequate communication between you and the speaker. Speakers are not allowed to use unreviewed and approved PPTs.
3. You will receive an email which contains individual links to your session's PPTs along with speaker contact information. Communicate review comments directly with your speakers. That would include letting them know that no changes are necessary or, if you have things that they have to change. Please review Mandatory Presentation Guidelines on page 5. You are the gatekeeper making sure the requirements are met. **DO NOT APPROVE PPTs THAT DO NOT INCLUDE THE 2 REQUIRED SLIDES. THEIR NAME AND COMPANY MUST BE ON THE FIRST SLIDE**

Please complete the review within 5 days of receiving the links.

ON-SITE SPEAKER PRESENTATION INSTRUCTIONS

Bring a copy of your pre-approved PowerPoint with you to the CLEAN GULF Conference on a flash/thumb drive.

It is your responsibility to upload your presentation to the computer located in your session room. Roving AV techs will be available to assist if necessary. Post conference presentations are harvested from the computers onsite for the online presentation archives to ensure we have the latest version. This is one reason why it is very important to have your name on the opening PowerPoint slide. This enables staff to identify your presentation when it is harvested.

PowerPoints are converted to PDF prior to making them available online to conference delegates.

Session Room Presenters/Panelists – Questions required

Each speaker/panelist in a session room will be asked to send/supply 2 to 3 questions to their session chair/moderator prior to the conference that they would like to be asked and are prepared to answer. The session chair/moderator will use them to engage the audience.

A lot of knowledge and experience resides with the attendees, they need to be part of the discussion.

POST-CONFERENCE

Presentations will be available for viewing by conference delegates the week following the conference.

By participating in CLEAN GULF as a speaker you agree that Access Intelligence has permission to make your PPT's available to conference delegates.

GENERAL INFORMATION – POSTER SESSION

Poster Session Rules:

You must bring your poster with you. Do not exceed the maximum dimensions of 36x48 or 48x36 inches. There will be a bulletin board provided to attach your poster - author's names need to be displayed on the poster as well. We recommend that you post a person's name and cell number so that anyone with questions can call you when you are not near your poster.

Poster Session Location and Hours

Exhibit Floor, Hall 3

Wednesday, November 8

- 5:00 p.m. – 6:30 p.m.

Installation

Tuesday, November 7, 2023

- 8:00 a.m. to 4:00 p.m.

Dismantle

Thursday, November 9, 2023

- 1:30 to 5:00 p.m.