

# SPEAKER ORIENTATION

Ann McLeod, Director of Meetings and Membership, SAME

Belle Febbraro, Associate Director of Education, SAME

Karen Offringa, Education Coordinator, SAME

Steve Struble, Production Manager, AVFX



2024

JOINT ENGINEER  
TRAINING CONFERENCE  
& EXPO

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This webinar is being recorded.

Download a copy of the presentation from the “handouts” tab on your control panel.

Use the Q&A tab to submit a question at any time during this webinar.

Use the Chat tab to engage with others.



# SPEAKER



Ann McLeod, CEM,  
CAE  
SAME National Office  
Director of Meetings & Membership

## Fun Facts

- This will be my 15<sup>th</sup> JETC
- I love roller coasters – the scarier the better!
- I'm doing the "Year of No Shopping" in 2024 and it's quite a challenge.

MAY 14-16, 2024  
ORLANDO, FL

OPERATION:  
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# SPEAKER



**Belle Febbraro**  
SAME National Office  
Associate Director of Education

## Fun Facts

- Been with SAME for 14 years
- Favorite song: Dancing Queen
- Current binge watch: Grey's Anatomy (yes started over)
- My 10-year-old self; ice skating was my life

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# SPEAKER



**Karen Offringa**  
SAME National Office  
Education Coordinator

## Fun Facts

- My daughter graduates from Elon University the week after JETC...
- We're celebrating with a graduation trip to Portugal!
- After 12 years of rec league, club, high school, and college club, I watched my daughter's final volleyball tournament this past weekend...and didn't cry.



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# SPEAKER



## Steve Struble

AVFX

Production Manager

### Fun Facts

- Enjoy hiking, skiing, and other outdoor activities
- Climbed 32 Colorado “14ers”
- Favorite quote:
- *“If there are no dogs in heaven, then when I die I want to go where they went.”*

-Will Rogers



# Have you spoken at an SAME event before? Choose all that apply.

- a) YES
- b) No, this is my first time
- c) I'm not speaking, I'm here to tell my boss what to do
- d) What is SAME?



# Roles & Responsibilities - SAME



Make sure you have everything you need to make your session outstanding



Check through your draft presentations (Due April 25)



Remind you of deadlines (yep, you'll be receiving several more emails from us)



Do quality control on presentations, add informational slides as needed, and merge all speakers' slides into one deck for smooth transitions



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# Roles & Responsibilities – Moderators

Coordinate	Coordinate with speakers - plan a dry run virtually
Review	Review draft and final presentations before sessions so you know what to expect
Introduce	Introduce speakers- no reading long bios. Thank our Sponsors
Make	Make sure session stays on time
Have	Have prepared questions available to kick-off the Q&A
Take	Take questions from the audience
Repeat	Repeat or rephrase questions for the speaker(s)
Wrap up	Wrap up session and thank the speaker(s)

# Thank You to our Education Session Sponsors





# Roles & Responsibilities – Speakers

Submit presentations  
in PPT format –  
drafts due April 25

FINAL presentations  
in PPT format are  
due May 9. No  
changes on-site

Advance your slides

Create your speaker  
intro slide including  
“fun facts” and photo

Use the JETC PPT  
Templates in the  
Speaker Service  
Center

Government  
Agencies: Use your  
agency’s PPT  
template in 16:9 ratio

# Have you downloaded the PPT template and started your presentation?

- a) YES, I'm all set
- b) Downloaded the template, but haven't started my presentation
- c) No, I'm way behind
- d) What template?





# Roles & Responsibilities – Everyone

Register for SBC. The speaker confirmation email WAS NOT a registration confirmation. You must still register for the conference.




Meet deadlines



Update your bio and photo in the Speaker Service Center (SSC)



Attire:

- Uniformed Service: Class A / service dress on day you're speaking
  - Civilian: Business or business casual
- 

Communicate with us and those in your session!

# Let's Pause for Questions

Q&A

Up Next: Your Sessions



# EDUCATION SESSIONS & MICRO SESSION THEATER



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# Logistical Notes

Sessions will be recorded with the audio synched to slides

Session rooms are pre-set and cannot be changed

Podium and chairs are set for the number of speakers

We will supply the laptop & your presentation will be uploaded ready to go

We will supply a laser pointer and remote for slides

Microphone(s) provided:

- One on podium and 2 on head table
- Please request a lavalier mic if you wish to walk around



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# PDH and AIA Credit

- All the educational sessions at JETC carry 1.0 PDH credits. To have credits included on the conference PDH record, attendees MUST be scanned into the session.
  - ❖ Credits attainable in-person: 14 PDHs
  - ❖ Credits available: 71 PDHs
- Speakers, did you know you can earn twice the PDH credit by teaching your session for the first time?
- AIA accredited sessions carry AIA LU and/ or HSW credit. To obtain these credits see below:
  - ❖ Complete the AIA Editable Form to include your AIA membership # & signature
  - ❖ Submit form to [sessions@same.org](mailto:sessions@same.org)
- Audio recordings of sessions are available post-conference in the ASC. You may view and claim credits for these sessions.



# Micro Session Theater

Power Point Presentations are recommended

Use the Micro Session template in the SSC

There will not be a moderator for the Micro Session Theater

Please check in with the Volunteer (wearing a red t-shirt) when you arrive at the Theater

There are only 10 minutes between presentations, so please do not go beyond the 20 minutes

Let the audience know where they can find you during JETC (i.e., booth number) to chat further

FINAL presentations are due Thursday, May 9



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# Let's Pause for Questions

# Q&A

Up Next: SSC & SRR

# SPEAKER SERVICE CENTER

Emails sent lead to here...



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# Speaker Service Center (SSC)

To access the Speaker Service Center (SSC) visit: <https://www.samejetc.org/ssc.cfm>

Login: {{SPEAKER\_EMAIL}}  
Password: {{SPEAKER\_PASSWORD}}

## What You Need To Do

Visit the Speaker Service Center (Link and Login information above)

- **Register** before you arrive, unless you like to stand in line!! **All Speakers and Moderators MUST register for Registration Form** you might not be registered for JETC. Receiving these Speaker emails **DOES NOT** mean that you are registered.
- **Upload FINAL Presentation in PowerPoint** on the correct templates if you haven't already done so and any changes on-site. (NOTE: *SAME is not responsible for copying and distributing Handouts to attendees on-site.*)
  - Education Sessions Industry: JETC Education Template.
  - Micro Sessions Theater: JETC Micro Template.
  - Government: Use your own template for all sessions. If you are on a panel with industry we will keep your presentation.
- **Pre-Conference Preparation:**
  - Speaker & Moderator Resource Guides are available for you to download and print under the *SSC - Documents* tab.
  - If you missed the Speaker Orientation webinar, take a few minutes to watch it [here](#). We guarantee that 99% of speakers will be able to attend.
- PowerPoint presentations are required for **ALL Education Sessions**. All sessions will be recorded and synced to the JETC database.

## What You Need To Know

- Sessions Rooms and the Micro Session Theater are pre-set and cannot be changed.
- Arrive to your session room 20 minutes prior to start.
- There will be **NO** live-streaming of any sessions.
- AV Techs will be onsite to assist with any technical issues. Let the Session Monitors (volunteers in red shirts) know if you need assistance.
- Education Sessions will have:
  - A riser with table and chairs set for the number of speakers unless you have been notified differently.
  - A podium with laptop and slide advancer.
  - Microphones: one at podium, 2 at the speaker table, and 2 floor mics in the audience for Q&A.
  - Sessions will be audio recorded, so please speak into the microphones. This audio will be synched with the video for the conference.
- The Micro Session Theater will have
  - A podium with laptop and slide advancer.
  - Microphones: 2 at the podium (both can be hand-held).
- Education Sessions and the Micro Session Theater:
  - Your presentations will be uploaded and ready to go.
  - **All** session presentations will be available to attendees following the conference. We will upload a PDF version of your presentation to the JETC database.

## Speaker Service Center

Speakers and Moderators, please use the Speaker Service Center to:

- Review session details
- Register for JETC using the Speaker/Moderator rates
- Update your Photo and/or Bio
- Download session PPT templates (available soon)
- Review the Speaker FAQs and Checklist
- Upload your presentation

### PLEASE SIGN IN

Email:

Password:

Sign In

[Forgot Password?](#)

# When are your final PPT presentations due?

- a) April 25
- b) I can bring it on a thumb drive to JETC
- c) May 9
- d) Why do I need a PPT?



# SPEAKER READY ROOM

## Escambia on the Mezzanine Level

Is where you check in...



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# Speaker Ready Room (SRR)

Room Escambia

## Hours of Operation:

- Tuesday, May 14: 8:00 a.m. – 5:00 p.m.
- Wednesday, May 15: 8:00 a.m. – 5:00 p.m.
- Thursday, May 16: 8:00 a.m. – 1:00 p.m.

**The Speaker Ready Room is the place where you:**

Check-in so that we know you have arrived (20 minutes before your session)

Get any questions answered you may have about your presentation

Preview your presentation

Meet with your co-presenter(s)/ moderator



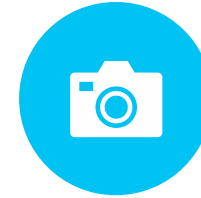
# Your SRR Staff



Belle Febraro – overall management, Session presentations



Karen Offringa – room set-up, volunteers, MST & Session presentations



Seth Ivey – Session presentations, room set-up



Amy McGeever – Session presentations



Magic Mike – Session presentations



Chuck – AVFX Tech, Polling



Session Monitor Captains – volunteers, room counts, room refresh

# Let's Pause for Questions

# Q&A

Up Next: Polling & Evaluations



# AUDIENCE POLLING



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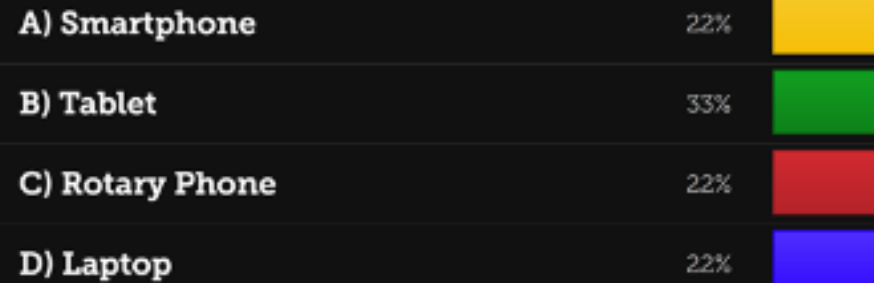


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# Create your polling slides

The Audience Response System uses mobile devices as the user interface for the audience to respond to live polls.

Which of these devices is Conferences i/o NOT compatible with?



# Multiple Choice / True-False

Keep answers short to optimize visibility on polling slide. You will get more responses if the audience doesn't have to do a lot of reading on each choice

A maximum of 5 answer choices

Photos will not appear on active polling slides

- Use the "Poll Question" slide layout
- Insert the question in the "title box"
- Insert the answers in the "content" box

**If there is a correct answer, make a note of it in the slide's "Notes" section.**



**Let's see who is in the audience...who do you represent?**

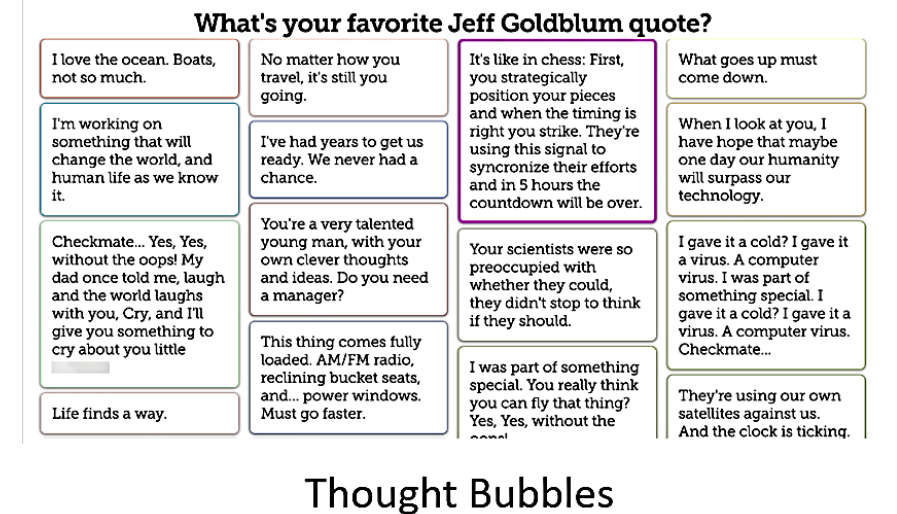
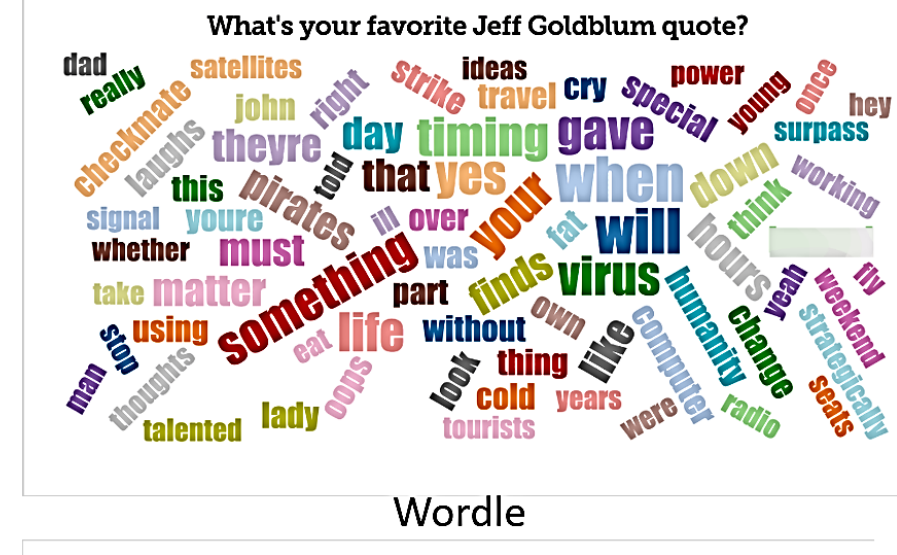
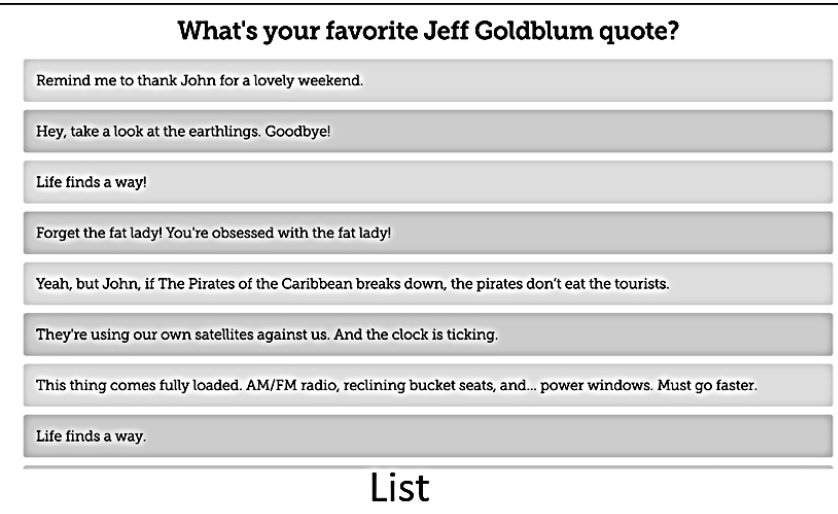
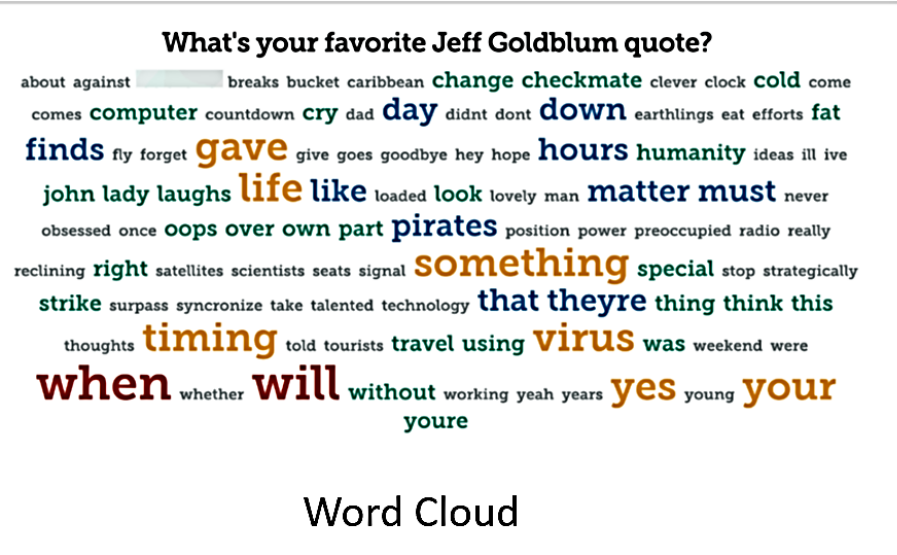
- a) Active-Duty Military/Government
- b) Small Business
- c) Medium Business
- d) Large Business
- e) Academic Institution/Non-Profit

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# Open-ended Questions

- Use sparingly. The less people have to type, the better chance of a response.
- Use “short answer” option for Word Cloud or Wordle.
- Phrase questions to promote shorter answers.



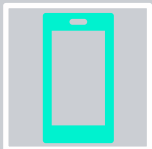
# All presentations must be uploaded to the SSC by May 9



Polling slides are re-formatted by the polling tech and re-inserted into the PPT. All polls will have a 30-second automatic timer.



Any changes required after May 9, **MUST be made on-site in the Speaker Ready Room. DO NOT bring an updated copy of your presentation.** Changes to poll slides can only be made by the Polling Tech.



Check-in to the Speaker Ready Room at least 4 hours before your presentation to review the PPT and practice initiating the polls.





 **conferences i/o**



or browse to  
[jetc.cnf.io](http://jetc.cnf.io)

This is an interactive session.  
To participate, use your mobile device:  
[jetc.cnf.io](http://jetc.cnf.io)  
or scan the QR Code

- Find the session.
- The presenter will unlock the poll(s) during the presentation.
- Please complete a brief Evaluation Survey at the end of the session.

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# POLLING DEMO



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# SESSION EVALUATIONS



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# THANK YOU

Please take a few minutes to complete a short survey about this session. Your feedback will help us improve future programming for JETC.

 **conferences** i/o



or browse to  
[jetc.cnf.io](https://jetc.cnf.io)



# Will you submit polls for your presentation?

- a) YES, I plan to
- b) I didn't think about it until now
- c) Seems way too complicated



# ANY LAST QUESTIONS

Q&A

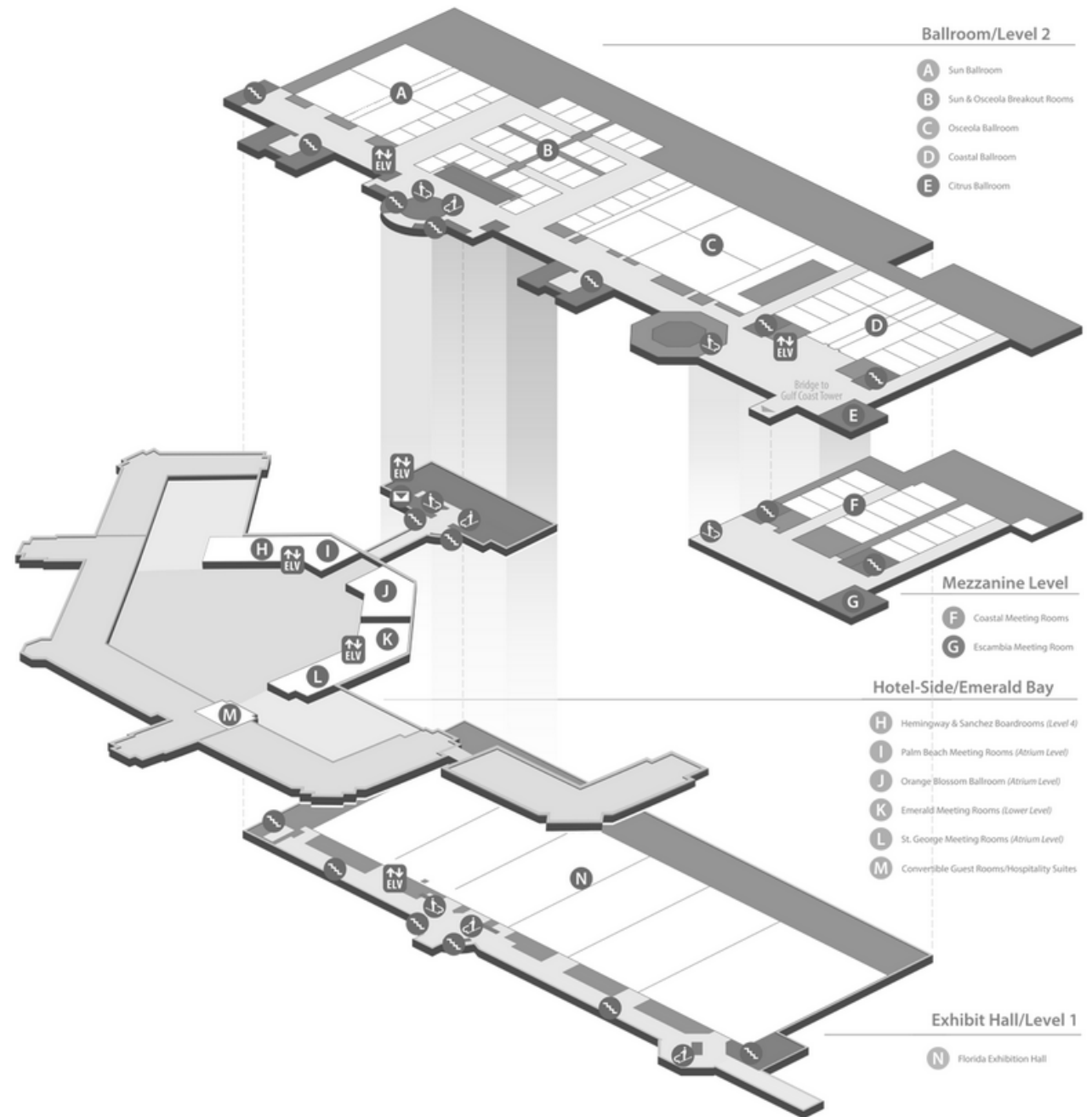
Up Next: Other JETC Highlights

# Current Facts and Figures

- Total registrants: 1,753
  - Small businesses - 25%
  - Medium businesses - 26%
  - Large businesses - 29%
  - Government – 18%
  - Non-profit, academia, retired – 2%
- Total Exhibiting/Sponsoring Companies: 174

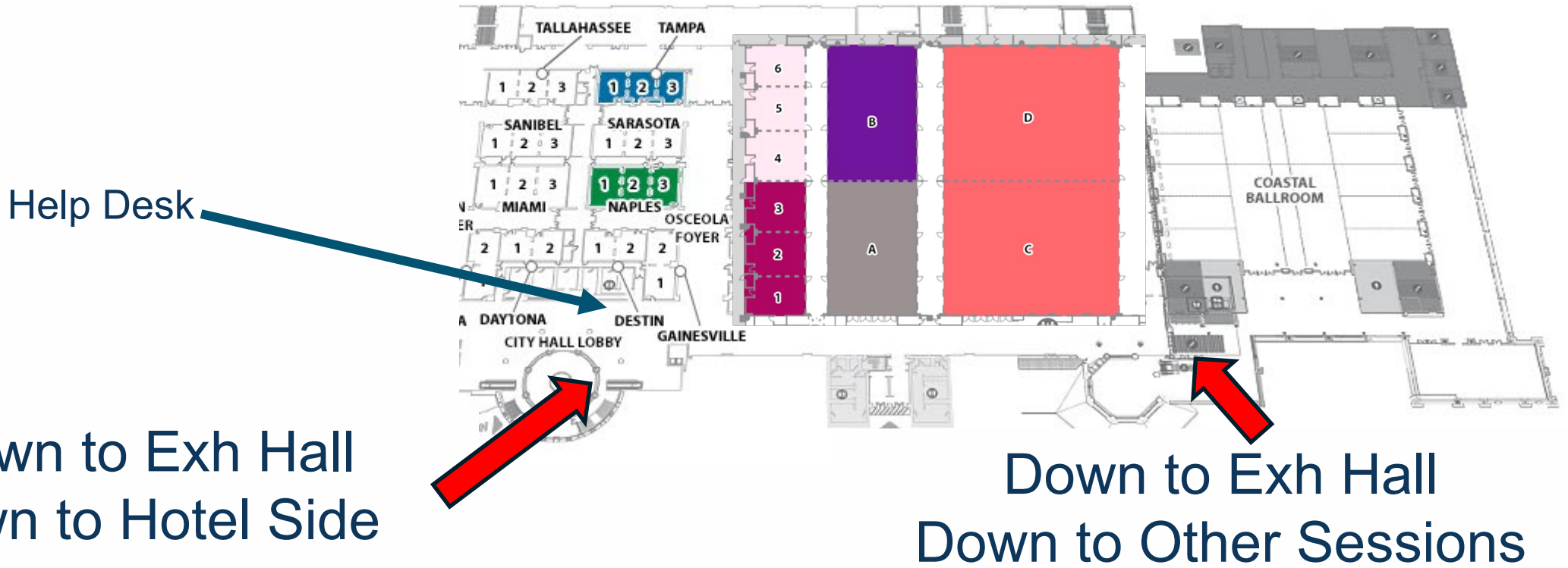


# JETC Space at Gaylord Palms



# Level Two – General Sessions + More

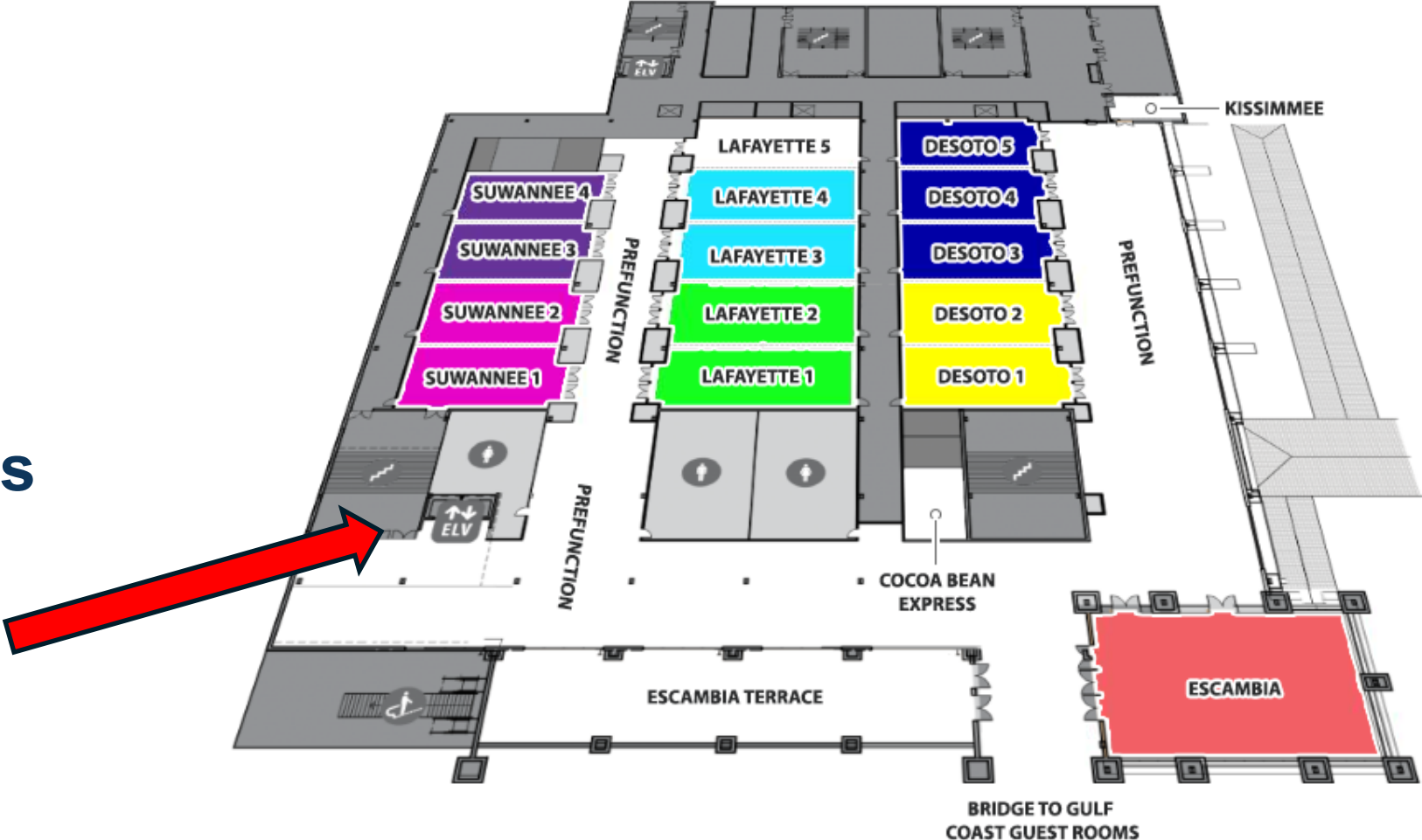
- General Sessions
- Warfighter & FAM Forum Breakout 1
- Warfighter & FAM Forum Breakout 2
- Facility & Infrastructure Asset Mgmt
- Warfighter & FAM Forum In- and Out-Briefs
- Misc. Activities
- BD & Marketing | Joint Engineering



# Education Sessions Mezzanine Level

- Speaker Ready Room
- Architecture Track
- Energy & Sustainability Track
- Engineering & Construction Track
- Environmental Track
- Resilience Track
- Leadership Track

Up to General Sessions  
Up to Add'l Sessions  
Down to Exh Hall

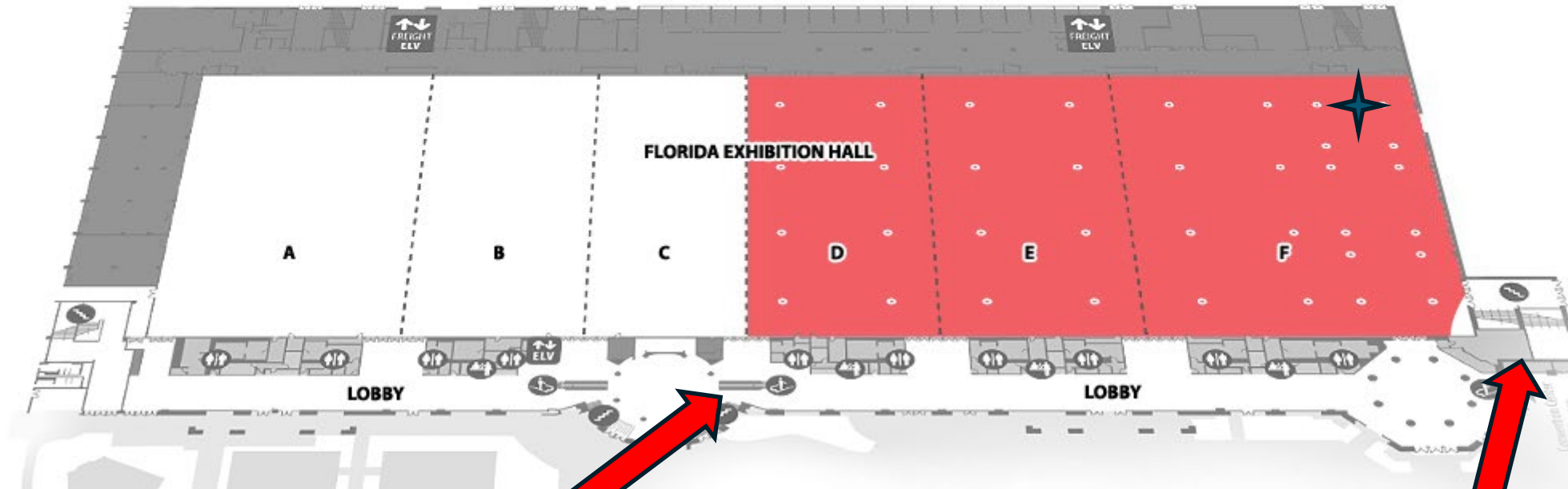




# Exhibit Hall Ground Level

 JETC Exhibit Hall

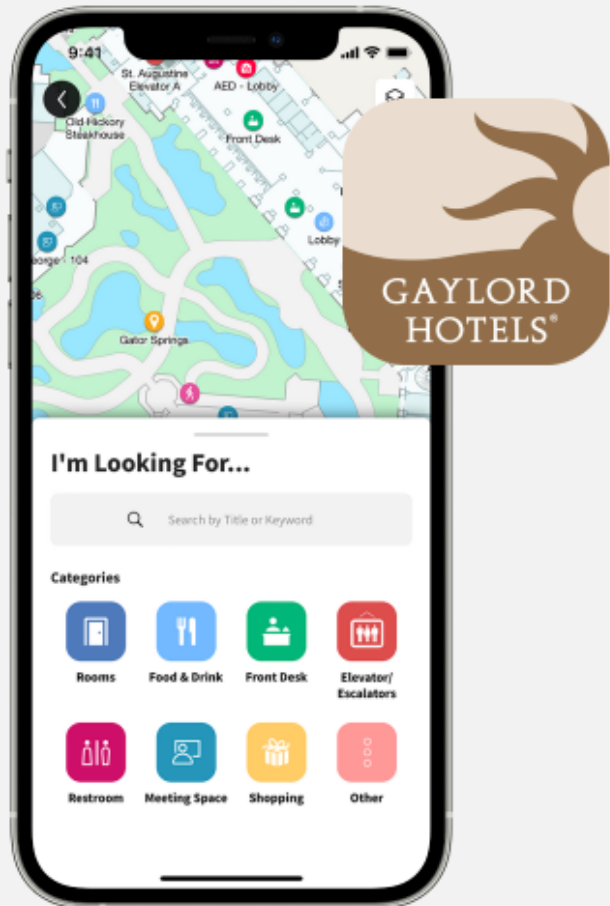
 MicroSession Theater



Up to General Sessions

Up to Ed Sessions

# Directionally Challenged?



## Navigate With Ease

Explore the Extraordinary. Download the free Gaylord Hotels app for step-by-step directions around the resort and a guide to everything that is happening at the resort. Available for download in the Apple App Store or Google Play Store.

Available for download in the app stores.



## General Session #1

- Tuesday, May 14 | 8:30-10:00 a.m.
- Keynote Speaker: Dara Torres, 5-time Olympic Swimmer
- LDP Graduation

## General Session #2

- Wednesday, May 15 | 8:30-10:00 a.m.
- Executive Leaders Panel
- SAME National President Transition



# Education Session Tracks

Architecture

Business  
Development  
& Marketing

Energy &  
Sustainability

Engineering  
&  
Construction

Environmental

Facility &  
Infrastructure Asset  
Management

Joint  
Engineering

Leadership

Resilience



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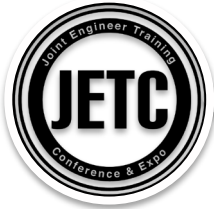


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# Specialty Programming



Pre-Conference Workshop: AI Applications in the A/E/C Industry



Warfighter Seminar



FAM Forum



Industry-Government Engagement Roundtables



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# AI





# Warfighter Seminar

## In-Brief

- May 14
- 10:30 a.m.-1:00 p.m.

## Break-out Sessions

- May 14 & 15
- 2 Topics

## Out-Brief

- May 15
- 2:30-4:30 p.m.

# FAM Forum

## In-Brief

- May 15
- 10:30 a.m.-1:00 pm.

## Break-out Sessions

- May 15 & 16
- 2 Topics

## Out-Brief

- May 16
- 1:00-3:00 p.m.

# Community of Interest Meetings

Architectural  
Practice

College Outreach

Construction

Energy &  
Sustainability

Engineering &  
Construction Camps

Enlisted

Environmental

Facility Asset  
Management

Geospatial Working  
Group

Health Engineering  
Task Force

K-12 STEM  
Outreach

Leader Development

Membership

Resilience

Small Business

Young Professionals



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## Opening Reception – Universal City Walk

- Tuesday, May 14 | 6:30 - 8:30 p.m.
- Transportation Provided – First buses depart hotels at 6:00 p.m.
- RSVP Required; WEAR YOUR NAME BADGE!

## Networking Reception in Exhibit Hall

- Wednesday, May 15 | 5:30-6:30 p.m.

## Lunch Daily in Exhibit Hall

- Tuesday, Wednesday, Thursday | 11:30 a.m. – 1 p.m.

## Society Reception, Ball & Awards Gala

- Thursday, May 16 | 6-11 p.m.
- Ticketed Event





# Other Preparation Tools/ Opportunities

## Attendee Orientation Webinar

- Tuesday, April 23
- 3:00-4:30 p.m. ET

## JETC APP!

- Coming soon to a mobile device in your hand!

## Itinerary Builder

- Find in the Attendee Service Center (ASC)

## New Member/First-Time Attendee Meet & Greet

- Monday, May 13 (at JETC)
- 3:30 – 5:00 p.m.
- RSVP when registering. If already registered, email [registration@same.org](mailto:registration@same.org) to request it be added

# LAST CHANCE FOR QUESTIONS

# Q&A

OR SEND THEM TO [SESSIONS@SAME.ORG](mailto:SESSIONS@SAME.ORG)

What you've all  
been waiting for...

Drink Ticket drawing





SAME is here for you!  
Contact us at  
[sessions@same.org](mailto:sessions@same.org)



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**We look forward to seeing you in Orlando**

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