# SBC 2024 SPEAKER ORIENTATION

**Ann McLeod**, Director of Meetings, Membership & Business Dev., SAME **Belle Febbraro**, Associate Director of Education, SAME **Steve Struble**, Production Manager, AVFX















### Thank you BRASS sponsors for your support of our speakers!





### This webinar is being recorded and will be posted on the SBC website.



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 presentation.



Use the Chat tab to engage with others.

















### SPEAKER



### Ann McLeod

**SAME National Office** 

Director of Meetings, Membership & Business Dev.

### Fun Facts

- This will be my 15<sup>th</sup> SBC!
- Favorite song: No One is to Blame by **Howard Jones**
- Current binge watch: Only Murders in the Building, Hulu
- Favorite era: Late 80s of course!



### **SPEAKER**



### Belle Febbraro SAME

**Associate Director of Education** 

### Fun Facts

- Been with SAME for 14+ years
- Favorite song: Dancing Queen
- Current binge watch: Killing Eve, **Netflix**
- Favorite era late 80/90's



### 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 presented at a SAME event in the past?

- 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?















### WHO DOES WHAT















### Roles & Responsibilities: SAME



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



Check through your draft presentations (Due October 31)



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















# Sample Slides being added! And...thanks again to our session sponsors



Education Sessions & Business Opportunities Sponsors

### Micro Session Theater Sponsors















### 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 rephase questions for the speaker(s)                                  |  |
| Wrap up    | Wrap up session and thank the speaker(s)  |  |













### Roles & Responsibilities: Speakers

Submit presentations in PPT format – drafts due October 31

FINAL presentations in PPT format are due November 14. No changes on-site

Advance your slides

Create your speaker intro slide including "fun facts" and photo (ed sessions & MST)

Use the SBC PPT
Template in the Speaker
Service Center (ed
sessions & MST)

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 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

**Up Next: Your Sessions** 

















# SESSIONS SESSIONS MORE SESSIONS

















### Business Opportunities & Mega Sessions

Power Point Presentations are still required!

They should be on your agency's template but MUST BE IN 16:9 format.

Moderators will review draft presentations and provide any helpful direction in order to receive the content most useful to Industry.

Moderators will coordinate a call with speakers after receiving the draft presentations - check the SSC.

- · Order in which you will present
- How the Q&A will be conducted

FINAL presentations are due Thursday, November 14.















### **Education Sessions**

Power Point Presentations are required!

They MUST be on the SBC template

Speakers, check to see who is your assigned moderator. They are there for your support.

Moderators will coordinate a call with speakers after receiving the draft presentations - check the SSC.

- Order in which you will present
- How the Q&A will be conducted
- Speakers to provide pre-prepared questions to kick start the Q&A

FINAL presentations are due Thursday, November 14.















### Micro Session Theater

Power Point Presentations are recommended Use the Micro Session template in the SSC There are no moderators for the Micro Session Theater. Please check in with the Staff or Volunteer (wearing a red shirt) when you arrive at the Theater There are only 10 minutes between presentations, so please end on time. Let the audience know where they can find you during SBC (i.e., booth number) to chat further FINAL presentations are due Thursday, November 14











### **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 slide advancer

### Microphone(s) provided:

- One on podium and 2 wireless on head table
- Two wired mics in audience for Q&A.













### PDH & AIA Credit

- Only Education Sessions & IGE Roundtables carry PDH credit. To have credits included on the post-event conference PDH transcript, attendees MUST be scanned into the session.
  - Credits attainable in-person: 8 PDHs
  - Credits available: 48 PDHs
- Speakers, did you know you can earn twice the PDH credit by teaching your session for the first time?
- 41 sessions carry AIA credit. Of those, 4 have the HSW designation.
  - Complete the AIA Editable Form to include your AIA membership # & signature
  - Submit form to <a href="mailto:sessions@same.org">sessions@same.org</a>
- Audio recordings of sessions are available post-conference in the ASC. You may view and claim credits for these sessions.

# When are your final PPT presentations due?

- a) October 31
- b) I can bring it on a thumb drive to SBC
- c) November 14
- d) Why do I need a PPT?

















# Let's Pause for Questions

Up Next: SSC & SRR

















# SPEAKER SERVICE CENTER

Emails sent lead to here...

















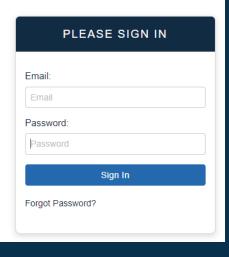
### Speaker Service Center (SSC)

### **Speaker Service Center**

An email with login information has been sent to speakers and moderators. If you did not receive your invite, please send an email to sessions@same.org

Take advantage of the following online features designed to assist you in preparing for your session(s).

- · Register for the Conference
- Update Profile
- Upload Photo
- · Download Speaker Documents





Login: {{SPEAKER\_EMAIL}}

Password: {{SPEAKER\_PASSWORD}}

#### IMPORTANT FIRST STEPS:

Accept the Speaker Agreement: Individuals wishing to speak at any SAME event must agree to the Speaker Agreement, the SAME Code of Conduct, and Health & Safety Policies.

Register for the Conference: All speakers must register for the conference. You must register through the SSC to receive the special speaker registration rates. Click on "SSC - Speaker Registration Form" on the side navigation bar to register. If you have already registered, let us know - we will change your registration to Speaker and issue any refunds if necessary.

| Speaker/Moderator<br>Registration Rates  | SAME Member   | Non-Member    |
|--|---------------|---------------|
| Uniformed Service/Government<br>Civilian | \$125         | \$125         |
| Industry                                 | \$525         | \$631         |
| Day of Speaking Engagement               | Complimentary | Complimentary |

**Update your Profile:** Log in to the SSC to view/verify/correct your profile information. You can enter/update your biography (150 words max) which will be used by the moderator to introduce you and will be on display to attendees. Also please add or update a photo.

Make Hotel Reservations: Speakers must reserve their own accommodation. Please see the Travel and Lodging page for detailed information on making hotel reservations. Rooms sell out quickly, so book as soon as possible. Make your reservation by August 31. Room blocks will fill quickly and you want to ensure that you have a hotel room.

#### What's next?

August 31 - all Speakers and Moderators should be added to your session profile. This information will be used in the printed SBC program. Note: information received after this date















### SPEAKER READY ROOM R05

Is where you check in...

















### Speaker Ready Room

### Room R05

### **Hours of Operation:**

Wednesday, November 20: 8:00 a.m. – 5:00 p.m.
 Thursday, November 21: 8:00 a.m. – 5:00 p.m.

• Friday, November 22: 8:00 a.m. – 12:00 p.m.

### The Speaker Ready Room is 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 Team



Belle Febbraro –
overall management,
Session
presentations
a.k.a. Ding Dong
Belle



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

a.k.a. Special K



Seth Ivey – session presentations, room set-up



Ree Miskimon – session presentations



Sarah Feighery – session presentations



Mike – G-Drive & session presentations a.k.a. Magic Mike



Chuck – AVFX Tech, polling



Dierdre (Session Monitor Captain) – volunteers, room counts, room refresh











# Let's Pause for Questions

Up Next: Polling & Evaluations

















# POLLING & EVALUATIONS









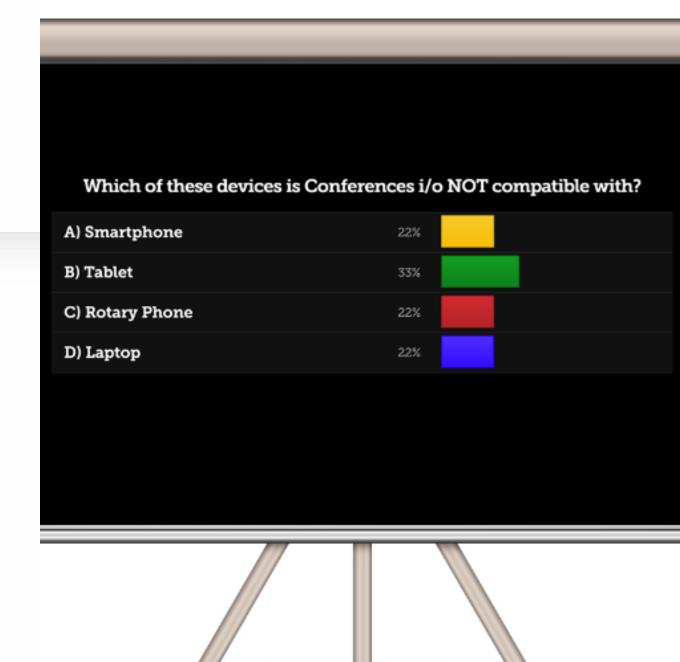






### Create your polling slides

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



### **Multiple Choice / True-False**

Keep questions & answers short. You'll get more responses if the audience doesn't have to do a lot of reading.

A maximum of 5 answer choices

Images 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

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) Retired

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













### **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 short responses.

#### What's your favorite Jeff Goldblum quote?

breaks bucket caribbean change checkmate clever clock cold come comes computer countdown cry dad day didnt dont down earthlings eat efforts fat finds fly forget gave give goes goodbye hey hope hours humanity ideas ill ive john lady laughs life like loaded look lovely man matter must never obsessed once oops over own part pirates position power preoccupied radio really reclining right satellites scientists seats signal Something special stop strategically strike surpass syncronize take talented technology that theyre thing think this thoughts timing told tourists travel using VIYUS was weekend were when whether will without working yeah years yes young your

### Word Cloud

#### What's your favorite Jeff Goldblum quote?

Remind me to thank John for a lovely weekend. Hey, take a look at the earthlings. Goodbye! Life finds a way Forget the fat lady! You're obsessed with the fat lady! Yeah, but John, if The Pirates of the Caribbean breaks down, the pirates don't eat the tourists. They're using our own satellites against us. And the clock is ticking This thing comes fully loaded. AM/FM radio, reclining bucket seats, and... power windows. Must go faster. Life finds a way.

### List

# What's your favorite Jeff Goldblum quote?

#### Wordle

#### What's your favorite Jeff Goldblum quote?

I love the ocean. Boats. not so much.

I'm working on something that will change the world, and human life as we know

Checkmate... Yes, Yes, without the oops! My dad once told me, laugh and the world laughs with you, Cry, and I'll give you something to cry about you little

Life finds a way

travel, it's still you going.

chance.

a manager?

No matter how you

I've had years to get us ready. We never had a

young man, with your own clever thoughts and ideas. Do you need

This thing comes fully loaded, AM/FM radio, reclining bucket seats, and... power windows. Must go faster.

It's like in chess: First, you strategically position your pieces and when the timing is right you strike. They're using this signal to syncronize their efforts

You're a very talented

Your scientists were so preoccupied with whether they could, they didn't stop to think if they should.

and in 5 hours the countdown will be over

I was part of something special. You really think you can fly that thing? Yes, Yes, without the

What goes up must come down.

When I look at you, I have hope that maybe one day our humanity will surpass our

I gave it a cold? I gave it a virus. A computer virus. I was part of something special. I gave it a cold? I gave it a virus. A computer virus.

They're using our own satellites against us. And the clock is ticking.

### **Thought Bubbles**









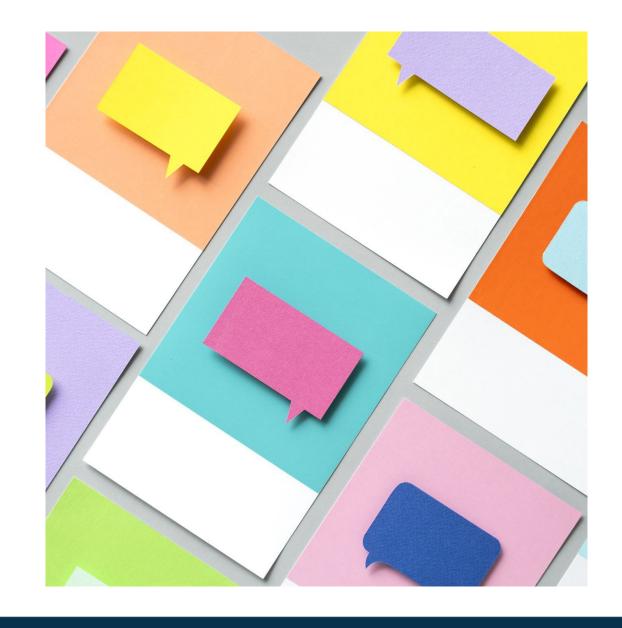






## All Polling presentations must be uploaded though the SSC by November 14

- All polls will have a 30-second automatic timer.
- Any changes required after November 14,
   MUST be made on-site in the Speaker
   Ready Room. We will NOT accept an updated copy of your presentation.
- Review your presentation in the Speaker Ready Room at least 4 hours before your session and practice initiating the polls. This will give the tech time to ensure that your presentation works seamlessly.





















or browse to same.cnf.io

SAMESBC.ORG

This is an interactive session.

To participate, use your mobile device:

sbc.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.

# POLLING DEMO

















# SESSION EVALUATIONS















#### **Session Name**

# THANK YOU

Please complete a brief survey about this session. Your feedback will help us improve future programming for SBC.





or browse to

same.cnf.io

# Will you submit polls as part of your presentation?

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

















# Any Last Questions?

# Up Next: Other SBC Highlights

















# **Current Facts and Figures**

#### Total registrants: 4,121

- Government: 10%
  - Most government have not yet registered. Final is typically around 20%
- Small Businesses: 47%
- Med Businesses: 24%
- Large Businesses: 19%

Total exhibiting/sponsoring orgs: 604

















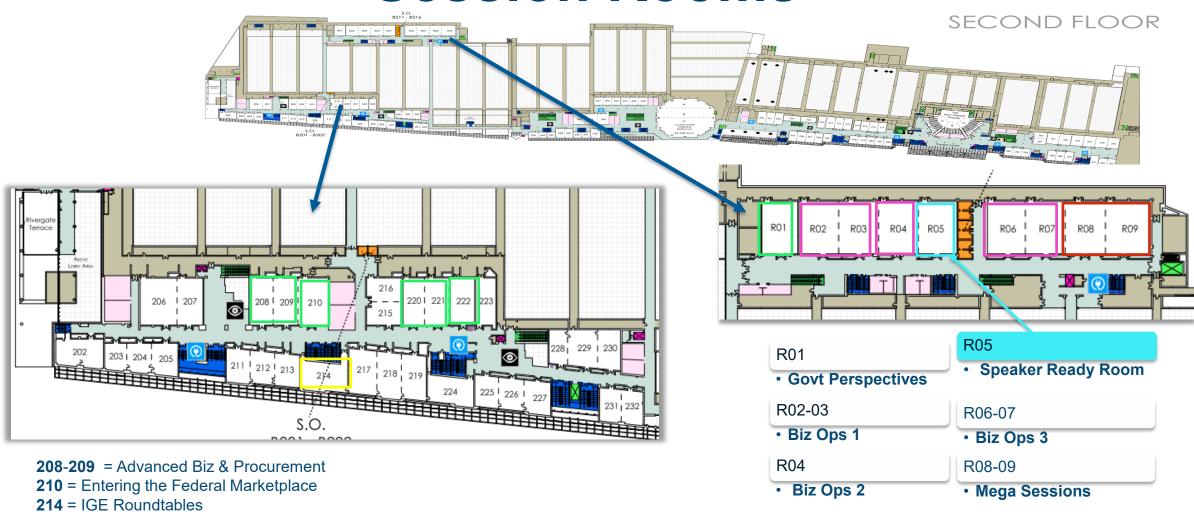
Navigating the Convention Center

### **GROUND LEVEL**



General Sessions Army Mega Session Exhibits
Matched Networking
Micro Session Theater

## **Session Rooms**





**220-221** = Mktg & Biz Development

222 = Regulations, Rules & Govt Framework











# Matched Networking





Located in the **Exhibit Hall** 



Companies or agencies act as hosts, complete a profile, get matched with other attendees





Any attendee can request an appointment with a Host













# Networking – Activities

## Networking Receptions in Hall

- Wednesday, November 20 | 5:30 7:00 p.m.
- Thursday, November 21 | 4:30 6:00 p.m.

### Lunch Daily in Hall

- Wednesday, November 20 | 11:30 a.m. 1:00 p.m.
- Thursday, November 21 | 12:00 p.m. 1:30 p.m.
- Friday, November 22 | 11:30 a.m. 12:30 p.m.













## Wednesday General Session

- Wednesday, November 20 | 9:00 10:30 a.m.
- Service Engineering Chiefs

## Thursday General Session

- Thursday, November 21 | 9:00 10:30 a.m.
- Carlos Del Toro, Secretary of the Navy
- Kyle Scheele, Innovation Expert
- Small Business Awards









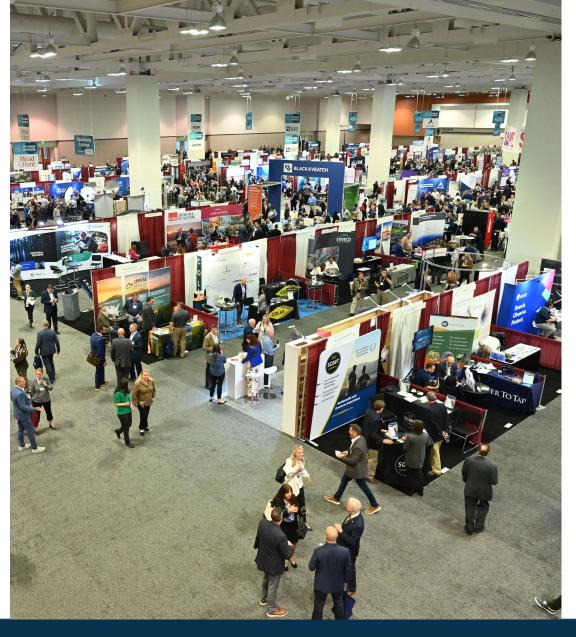


#### What Else Do I Need To Do

TODAY – Register if you haven't done so

October 31 – Upload Draft PPT Presentation

November 14 – Upload Final PPT Presentation













# Other Preparation Tools/ Opportunities

Attendee Tuesday, October 29 Orientation 3:00-4:30 p.m. ET Webinar Available soon on your mobile device! SBC APP Find in the Attendee Service Center Itinerary Builder (ASC) Tuesday, November 19 (at SBC) New Member/First 3:30 – 5:00 p.m. -Time

Attendee Meet & Greet RSVP when registering. If already registered, email

registration@same.org to request it be added

# Last Chance for Questions

or send them to sessions@same.org

















What you've all been waiting for...

Drink Ticket drawing

