



# Speaker Orientation

STC Technical Communication Summit 2023

Jackie Damrau and Summer Collins, Speaker Managers  
5 April 2023

# Today's Agenda

- Committee and volunteer introductions and roles
- What to expect
  - Before the Summit
  - At the Summit
  - After the Summit



# STC Summit 2023 Conference Committee

Jane Wilson and Liz Herman, Co-Chairs

## Member Volunteers:

Jim Bousquet

Pam Noreault

Sean Stevenson

Jackie Damrau

Summer Collins

Carolyn Klinger

Christina Mayr

Kylie Jacobsen



# The Summit and COVID Safety

The Summit will be **in-person** and will not switch to virtual.

We will follow all COVID safety protocols from the CDC, State of Georgia, and Hyatt Regency Atlanta.

STC will provide Summit attendees with a comfortable and safe conference environment that includes how education session rooms are set, how food and beverage items are served, and the cleaning policies of the hotel.

STC will post updates and send direct communications to all Summit registrants. For full Covid-19 considerations and requirements, please refer to the [Policies](#) page.





# Before the Summit

# Before the Summit

- [Register](#) as an attendee. Your registration discount has been pre-programmed in, so you should see that reflected immediately.
- Make your [hotel reservation](#) at the Hyatt Regency Atlanta.
- Speaker [support page](#)
  - Recording of this webinar will go here
  - Due dates



# Before the Summit: Promote

- Promote session on your Twitter, LinkedIn, Facebook, blog, and so on
- Follow Twitter username [@stc\\_summit](https://twitter.com/stc_summit) or hashtag [#STCSummit](https://twitter.com/STCSummit) for conference-related tweets



# Before the Summit: Prep

- Practice, practice, practice
  - Rehearse and time yourself
  - Sessions are 45 minutes or 90 minutes total, Q&A is optional
    - A 15-minute break will be given for 90-minute sessions
  - Slides should be provided in 16:9 ratio
    - In PowerPoint, go to the Design tab and click on slide size.
- Ask for help from the Conference Committee
  - Presentation walkthrough with a committee member
  - Content review for experience level appropriateness
  - Handling audience Q&A
  - General information

Have questions? Reach out to the Conference Committee at [stcsummit@gmail.com](mailto:stcsummit@gmail.com)





# Before the Summit: Slides

- Polish your presentation
  - There is no formal slide template, but please:
    - Use the STC Summit cover slide as YOUR cover slide (**we will send the template out by 1 May**)
    - Add a slide at the end about evaluations
      - Session survey: <https://www.surveymonkey.com/r/WKL755X>
      - Summit survey: <https://www.surveymonkey.com/r/HC2VSR2>
  - Include your Twitter handle, #STCSummit, and the session name (or topic) on each slide
  - Use standard fonts
  - Avoid complex colors that could degrade quality



# At the Summit

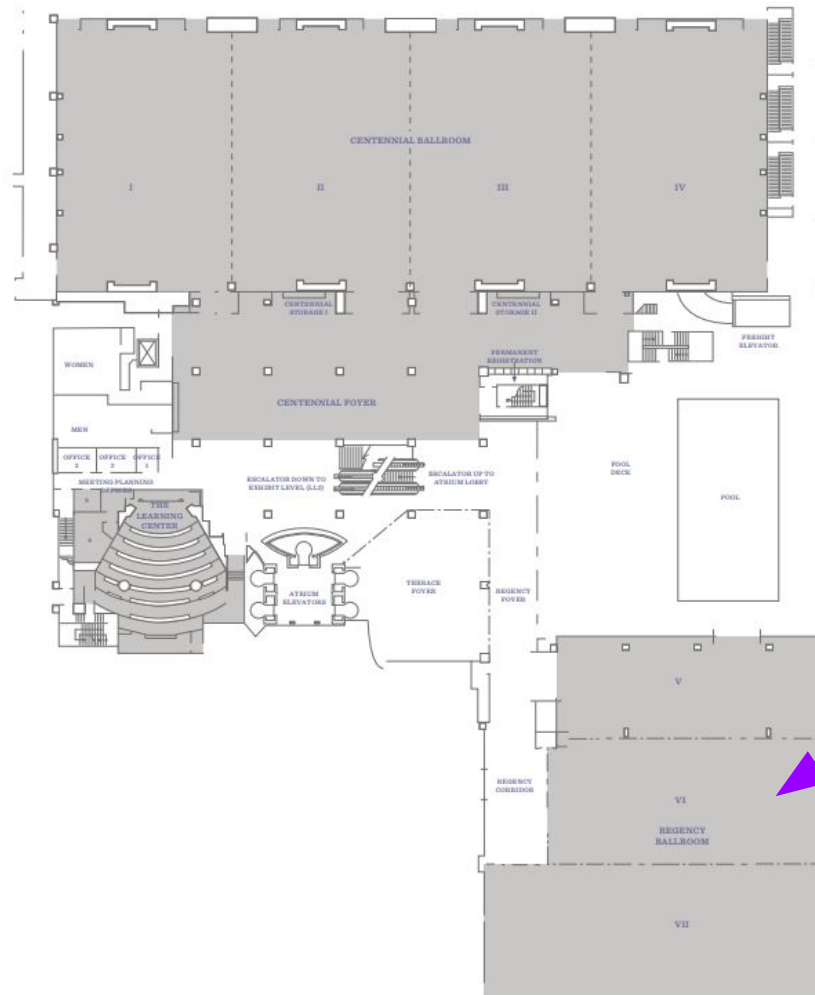
# At the Summit: **Hyatt Regency Atlanta**

- All conference sessions and Expo Area are all in the Hyatt Regency Atlanta.
- Please check the program schedule to confirm your session date, time, and room:  
<https://summit.stc.org/conference/schedule/>
  - Note that we are in the process of assigning rooms and the full program schedule will be updated in April with specific room numbers.



# At the Summit: Hyatt Regency Atlanta

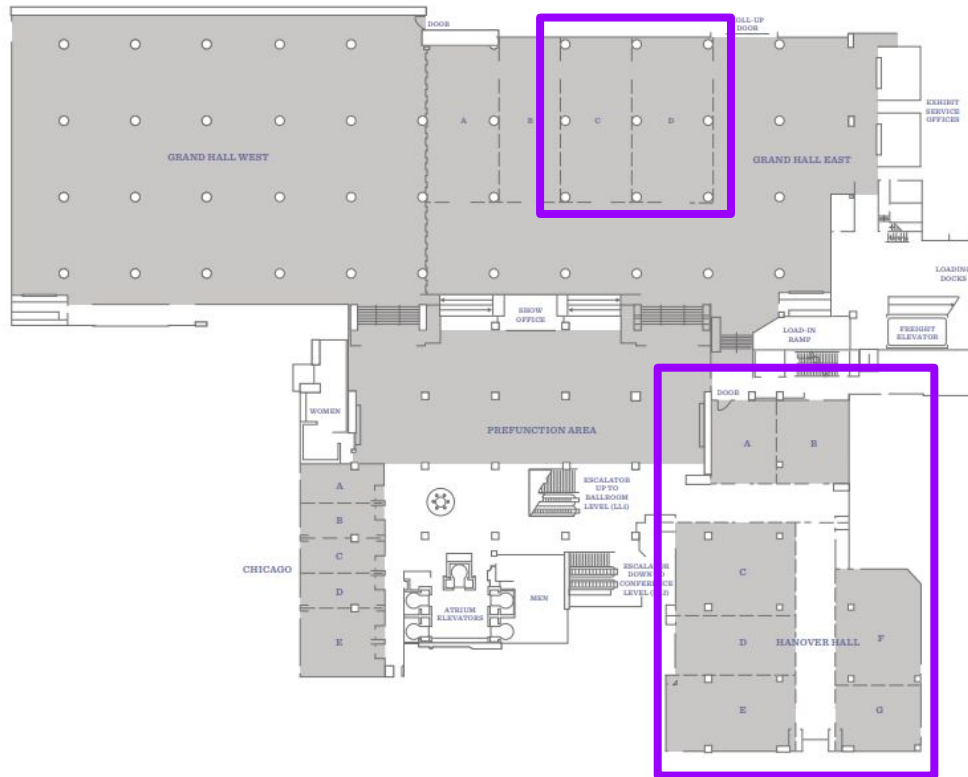
FLOOR PLAN  
Ballroom Level



- Keynote speaker sessions will occur in the Regency Ballroom

# At the Summit: Hyatt Regency Atlanta

FLOOR PLAN  
Exhibit Level



- Most education sessions will occur in Grand Halls C and D and Hanover Rooms A-G.

# At the Summit: Checking in

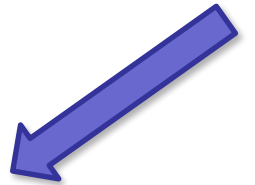
## Registration open:

- Sunday, 8:00 AM to 5:00 PM
  - Monday and Tuesday, 7:00 AM to 5:30 PM
  - Wednesday, 8:00 AM to 11:00 AM
- 
- Pick up your packets/badges on the Exhibit Level at in the registration area in the Prefunction Area near Hanover A.
  
  - Visit the Education/Information Booth that will be located at near the registration booth.



# At the Summit: Audience

- Various backgrounds, jobs, and experience levels
  - Most are full-time employees
  - Many are first-time attendees
- May leave to find another session
- Expectations
  - **Presentation content matches session description**
  - Content matches the audience level – Foundation, Applied, Strategic
  - Speakers are prepared
  - Speakers are respectful
    - Be mindful of language, sensitive topics
    - Start on time; end on time (including Q&A)



# At the Summit: Rooms & Equipment

## ▪ Room Setup:

- Each room will have a standard LDC projector, screen, laptop, wireless mouse, lavalier microphone, and sound system.
- Rooms will be set in classroom or theatre-style seating.
- Slide Clickers will not be available. You may bring your own.
- WiFi:
  - Available for speakers and attendees (shared connection).
  - Need a wired connection? Let us know.
- Anyone with ADA requirements should contact Eden Capuano at [stc@stc.org](mailto:stc@stc.org) by April 15.

## ▪ Equipment Setup:

- Use the STC laptop (preferred), unless you've made prior arrangements directly with Eden Capuano at [stc@stc.org](mailto:stc@stc.org) by April 15.
- Using Your Own Equipment? Bring standard video connectors/adapters.

## ▪ Workshop Presenters

- Plan to use your own laptops.

## ▪ Your Presentation

- Have your presentation available on a standard USB thumb drive for easy loading to the STC laptop (preferred)
- Reach out directly to Eden Capuano at [stc@stc.org](mailto:stc@stc.org) by April 15 if you need other arrangements.





# At the Summit: Your Session

## ▪ Before Session

- Send out a tweet to invite attendees to come to your session and include the room and time.
- Get to the room early (10-15 minutes).

## ▪ During Session

- Put your opening slide with the session title on the screen.
- Remove your conference badge while presenting as they tend to be distracting.
- Ask attendees to move to the center of their rows to make room for those looking for a seat.

## ▪ End of Session

- Inform the attendees on how they can request your slides or handouts of your presentation. (**Note:** STC will not be offering a drive location as previously communicated.)
- Repeat audience questions for all to hear.
- Remind attendees to complete evaluations. Add this info to your closing slide.



# At the Summit: Your Session

## ▪ Room Monitor

- Will meet you in your session room
- Help with reaching out to the program committee or the A/V support technicians if needed
- May be a university student in a technical communication program or a member volunteer

## ▪ Equipment Removal

As soon as your session is done:

- Remove your microphone
- Start packing up as soon as your session is done

## ▪ Formal Q&A

- Plan time in your presentation for a formal Q&A that is between 5-8 minutes in length
- Not required but encouraged

## ▪ After Session

- Breaks between sessions may be short
- Encourage your audience to:
  - Meet in the hallway while the next speaker sets up, or
  - Approach you during the conference with questions





# After the Summit

# After the Summit

- Watch for your evaluations.



# Find Us Online

- <http://summit.stc.org>
- <http://summit.stc.org/schedule/>
- <http://summit.stc.org/conference-committee/>
- On Twitter:
  - Summit: @STC\_Summit ; #STCSummit
  - STC: @STC\_org



# See you in 2024!



## Location and Time TBD



# Questions?

