SPEAKER REMINDER CHECKLIST

Please meet all deadlines so we can effectively promote and plan the conference and your session.
All speaker information and links can be found on the Speaker Resources page of www.werc.org/2018.

Due by Monday, January 15, 2018

❑ **Conference Registration Due**
Use the special link provided to register for the conference for $250 less than the prevailing registration rate.
Speakers are responsible for their own travel, hotel and incidental expenses.
Failure to register by January 15 may result in the cancellation of your session.

❑ **Speaker Information for Publication Due**
Name, Title, Company, Biography

Due by Friday, April 20, 2018

❑ **Presentation (PowerPoint) Due**
All speakers are required to submit their presentation file no later than April 20.
It will be reviewed for compliance with WERC's antitrust and non-commercialism policies.
An online portal will be available for presentation submission. Instructions for uploading will be sent via email by the end of December. Speakers should also plan to bring the final version of your presentation on a USB drive to the conference speaker check-in room onsite at least 24 hours prior to your session.

Please use the WERC conference slide template, which will be sent to you under separate cover by the end of December. Speakers' company logo may appear on the 1st and/or last slide of the presentation only.

❑ **Audio Visual Requests Due**
All meeting rooms will be equipped with:
- Standing lectern with wired microphone
- Clip-on wireless microphones (2)
- A laptop with your PPT pre-loaded
- LCD projector, screen & flip chart

If you would like to request additional AV equipment, your request must be received by email to asilberhorn@werc.org no later than April 20, 2018.

- Select sessions will be video recorded. If your session is selected for video recording, you will be notified by March 1, 2018. For those sessions, final presentations along with the recorded video will be posted on WERC's website after the conference.
- Internet connectivity in the session rooms will not be provided.
- Videos embedded in your presentation are acceptable and will be tested prior to the session.
- If you will require external sound, please advise WERC no later than April 20, 2018.

❑ **Handouts Due (Optional)**
While printed handouts will not be provided to attendees, a PDF of your handout can be attached to your session in the conference mobile app if it is submitted by April 20. Collecting business cards in a session is not permitted.