suresmile | elemetrix

Conference 2018

FORT WORTH, TEXAS | FEBRUARY 22-24

SPEAKER FAQs

Howdy!

We are looking forward to your participation as a speaker at the 2018 suresmile | elemetrix Conference scheduled from February 22nd - 24th at the beautiful and historic The Worthington Renaissance in Fort Worth, Texas. As you prepare your presentation, you may find this list of frequently asked questions (FAQs) helpful.

Agenda at a Glance

Ω **Thursday evening - Welcome Reception**

Ω **Friday and Saturday, February 23rd - 24th - Breakout sessions throughout the day**

Ω **Friday evening - Dinner and boot scootin' dancin' at Billy Bob's Texas - World's largest honky-tonk**

Ω **Sunday February 25th - Check out and head home**

Getting Started

Do I need to register since you know I am coming to speak?

Yes. Log on to http://www.suresmileevents.com and register as soon as possible. You can return to the website whenever you wish to add other attendees from your office or modify selections.

Tip: Be careful to not sign up for a business consultation or other meeting at the same time as your lecture or hands-on session.

How do I make my room reservations?

After you complete the conference registration, be sure to follow the web page link to the hotel's online reservation system. You are responsible for your own travel and hotel expenses.

Is there a speaker's honorarium?

Yes. As a thank you for your involvement, we are providing an honorarium for each regular session and panelist speaker. Full details are provided in your **Speaker Agreement**. Please contact us for more information.

What kinds of sessions are there?

- Doctor/Consultant lecture (50 minutes) - Theater-style seating.
- Doctor/Consultant hands-on session (50 minutes) – Classroom-style seating (seats at tables). Each seat has power and cable internet connections for each doctor's laptop.

  Note: Doctors attending a hands-on session must bring their own laptops.
- Staff lecture (50 minutes) - Theater-style seating.
- Staff hands-on (50 minutes) – Classroom-style seating (seats at tables). Each seat has a laptop with power and a cable internet connection.

  Note: Laptops are supplied by suresmile for staff sessions.

Who is introducing me?

Main session speakers will introduce themselves. This gives you more time for your presentation. A biography slide has been added to the presentation template with placeholders for your photo and experience/qualifications.

Can I view Doctor or Staff presentations from previous suresmile conferences?

Yes. To see videos of presentations from previous suresmile conferences go to www.suresmileu.com, click online courses overview and then browse by topic.

Preparation Timeline

These milestones are set to help you prepare and deliver your presentation confidently, and to give us adequate time to review and test the presentations of all of our speakers.

Due Date	Milestone	Purpose
Monday, June 19, 2017	Return speaker agreement, indicating approval of terms and conditions.	Formal speaker confirmation
Monday, June 19, 2017	Submit: • **Topic Title** • **Short Topic Description -** (2-3 sentences) • **Short Bio -** *(3-4 sentences, include, education, location of practice, number of years using suresmile or elemetrix, number of suresmile elemetrix finishes if known)* • **Photo** - High resolution, studio quality thumbnail portrait (head and shoulders only) in .jpeg or .tiff format • **Download presentation template**	Begin publicizing your participation.
Monday, Sept. 11, 2017	Submit presentation outline to: • robert.brown@orametrix.com (doctors) • tuyen.nguyen@orametrix.com (staff)	Craft an outline that meets your learning objectives

Monday, Nov. 13, 2017	• Send 1st **DRAFT** PowerPoint or Keynote presentations to:
	   o robert.brown@orametrix.com (doctors)
	   o tuyen.nguyen@orametrix.com (staff)
	• If hands-on session, also email patient IDs for copying into training database.
		Test that files run correctly, review content; provide feedback.

Monday, Jan. 15, 2018	• Send 2nd **DRAFT** PowerPoint or Keynote presentations to:
	   o robert.brown@orametrix.com (doctors)
	   o tuyen.nguyen@orametrix.com (staff)
	• If hands-on session, also email patient IDs for copying into training database.
		Test that files run correctly, review content; provide feedback.

Monday, Feb. 5, 2018	• Send **FINAL** PowerPoint or Keynote presentation to:
	• robert.brown@orametrix.com (doctors)
	• tuyen.nguyen@orametrix.com (staff)
	• Make sure you include:
	   o separate files for each linked audio/video file in your presentation
	   o Any handouts
	• If hands-on session, send final patient IDs for copying into training database.
	• Upon receipt of your final presentation, we will schedule your speaker rehearsal and email your session room location and rehearsal time.	

Thursday Feb. 22, 2018 10am - 4pm	• Identify yourself as a speaker at registration. • Rehearse your presentation in your session room at the scheduled time with A/V tech present. **Important**: We will NOT be able to roll back patient cases for you at the conference. Please submit all patient IDs by Feb. 5.	Testing for your personal assurance

Preparing your Presentation

Do you have conference presentation templates?

Yes, we have a PowerPoint template for PC users and a Keynote template for Apple Mac users. Go to the suresmile conference website: http://www.suresmileevents.com. Click the **FAQs** tab, select Speaker Resources from drop-down, and choose one of the following templates:

- 2018_Conference_Presentation template.potx (Office 2007 or newer users)
- 2018_Conference_Presentation template.pot (Office 2003 or older users)
- 2018_Conference_Presentation_template.key (Apple Mac Users)

How do I use the conference slide template?

1. Download the template and open in PowerPoint/Keynote.
2. Save the file to your computer with a filename that includes your last name and a short version of your title.
3. Add your content and images.

Important: Make sure you keep the 16:9 (rectangular) aspect ratio that the template uses. Otherwise your slides will have two dark vertical bars on each side when projected on the screen at the conference. If you have a new PC with an extra wide screen, the aspect ratio may default to 16:10. This is acceptable.

Tip: Make sure you click in the title placeholder to type each slide title. Do NOT create a new text box. Using the title placeholder on each slide creates a professional appearance and allows us to display a presentation outline if we produce an online version of your presentation.

Do I need to send in my presentation for review?

Yes. Please send us your presentation outline, first draft version and final version for our review per the **Preparation Timeline**.

If the size of your presentation file is:

- Less than 8 MB, attach it to an email and send it to *robert.brown@orametrix.com (doctor presentations)* or *tuyen.nguyen@orametrix.com (staff presentations).*
- Larger than 8 MB, please use a file transfer service such as Drop Box or Box.com and share with *robert.brown@orametrix.com (doctor presentations)* or *tuyen.nguyen@orametrix.com (staff presentations).*

Tip: Even if already loaded on your laptop, bring a backup copy of your presentation on a keychain USB drive with you to the conference.

Can I provide handouts?

Yes. We will provide access to online versions of your handouts via our mobile conference app. We will not print paper handouts. Please send your handouts to *conference@suresmile.com* before Tuesday, February 13 so that we have time to load them into our app. Make sure you include the presenter's last name and session title on the file name for each handout.

Case

What is the quickest way to add patient montages to my presentation?

There are four methods for including patient montages in your presentation. Use whichever works best for you:

1. Insert montages exported from your practice management system.

2. Use the 2D Export feature on the Patient Overview page to pull out proportionate images of photos, x-rays or models.

3. Generate a report from the patient's record in suresmile. Take a screen shot of the montage in the report. Paste the screen shot into your presentation.

4. Take screen shots in suresmile and paste them into your presentation.

If you have a release form signed by the patient, it is not necessary to mask the eyes in facial photos.
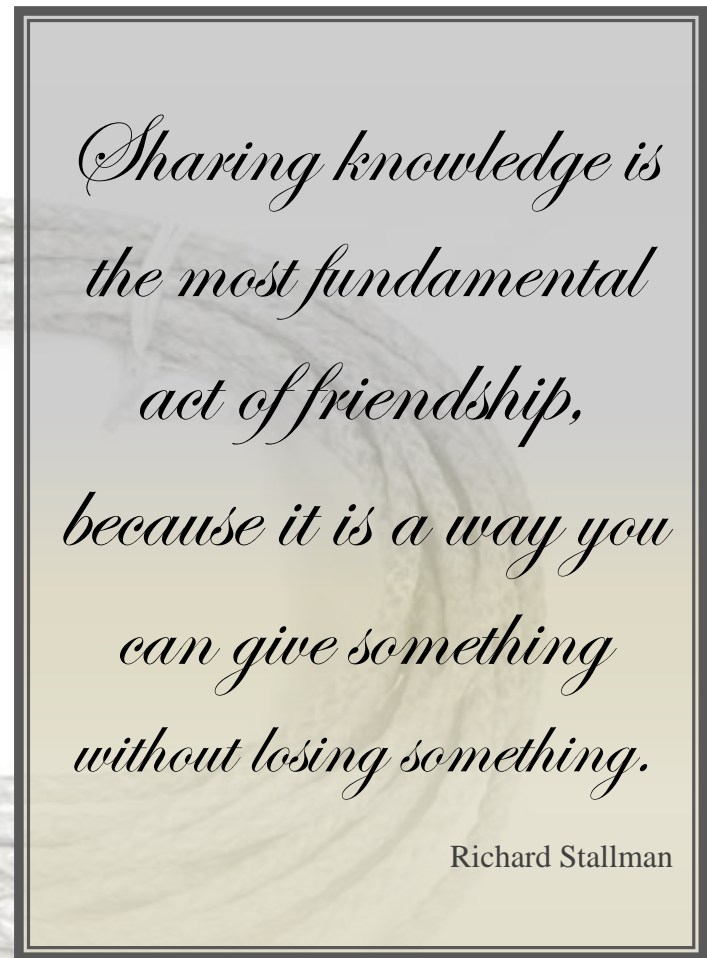

How much time should I allow for Q & A?

At the end of a lecture, we suggest allowing 5-10 minutes for questions. Remember to repeat the question before answering since some audience members will not hear the question.

Sharing knowledge is the most fundamental act of friendship, because it is a way you can give something without losing something.

Richard Stallman

Showing Patient Cases in Your Session

Can I use some of my own patients for exercises during my hands-on session?

Yes. As suresmile is now on the cloud, you are welcome to log into your practice database and show cases. Just make sure all patients shown have signed a privacy release form. For doctors and staff leading hands-on sessions, we can copy and load several cases into a training database specific to your session to support your class exercises.

How do I get training cases for my hands-on session into the training database?

There will be a training database set up for your session. Here are the steps for getting your cases into the training data base:

1. Identify which patient cases you wish to use as training cases.

2. Send the suresmile or elemetrix patient IDs (HRIDs) for each case to *robert.brown@orametrix.com (for doctor workshops)* or *tuyen.nguyen@orametrix.com (for staff workshops)* by January 8, 2018.

   Important: Do NOT include the patients' names in the email as this is a violation of U.S. HIPAA privacy standards.

3. Include instructions about which product state you want each case rolled back *to (e.g., diagnostic model approved, therapeutic model needs review, etc.)*. If you want to leave the patient case at its current product state, please indicate this.

4. The OraMetrix team will create a demo copy of each patient case and roll it back per your instructions.

5. The OraMetrix team will then make a copy of the demo copy and place it into a conference training database specific to your session. We will leave the original demo copy in your practice database so that you can practice your session with this case before the conference. Just prior to the conference, we will replicate your training database multiple times so that each student in your session will have their own copy of your training database.

Patient Privacy Issues

Do I have to mask any patient photos I display in my session?

Please follow appropriate privacy guidelines (e.g., HIPAA for U.S. doctors) for your practice when displaying patient information. If you have a release form signed by the patient, it is not necessary to cover the eyes in facial photos. Please make every effort to obscure the patient's name or other identifying information whenever possible.

Will my session be posted online after the conference?

Possibly. All doctor and staff lecture sessions are posted on suresmileu.com at the discretion of OraMetrix. Hands-on or consultant sessions are generally not posted.

Room Setup & Audio/Visual Equipment

Can I use my own laptop to give my presentation?

Doctor and consultant speakers are expected to use their own laptops to give their presentation. Since suresmile is on the cloud, this allows each doctor to simply bring their own computer, connect to the internet and give their presentations and suresmile demos directly from their own computers.

RJ45 Ethernet Connector

To ensure that we have the proper connectors between the internet, your computer and the overhead projector, please send an email with the brand and model of your computer to doctor speaker coordinator, Robert Brown or staff speaker coordinator, Tuyen Nguyen.

Staff speakers will have a laptop on which to give their presentation set up in their room. The final version of their presentation will be pre-loaded on the laptop. Important: If you are a staff presenter using a Mac to create your presentation in Keynote, please notify staff speaker coordinator, *Tuyen Nguyen.*

Can I use the hotel's wireless internet to connect to suresmile for my presentation?

No. Wireless internet will NOT be sufficiently robust or reliable to depend on during your presentation. Please make sure your laptop can accept an RJ45 Ethernet connector as shown.

If your computer cannot accept an RJ45 Ethernet connector, please send an email to *robert.brown@orametrix.com* so we can make other arrangements for you. Make sure you tell us the brand and model of your computer.

Can I check the meeting room prior to my session and test my presentation?

Yes. During your speaker rehearsal at the conference, you will visit the room with one of our audio/visual technicians to help you test and calibrate the equipment. Make sure you identify yourself as a speaker when you check in at the conference registration desk, so we can confirm your rehearsal time and location.

Fort Worth, Texas

We're here for you…

If you have additional questions, please contact us:

Doctor Presenters	Staff Presenters	General Conference Questions (Registration/Hotel/Travel)
Robert Brown	Tuyen Nguyen	Conference Help Desk
robert.brown@orametrix.com	tuyen.nguyen@orametrix.com	info@suresmileevents.com
1-972-728-5525	1-972-728-5456	1-855-661-6422

Thank you…

for agreeing to share your expertise at the
2018 suresmile | elemetrix Conference!