

Information for Speakers, Panelists, Workshop Leaders, and Volunteers

All speakers, panelists, workshop leaders are required to **register for the conference**.

Information for Speakers & Workshop Leaders

The **conference schedule and room assignments** are at <https://www.sciencetalk.org/agenda.html>. Please check it to confirm your name and the name of your talk, presentation, and panel, and confirm your timeslot and room location. If any information is not correct, please let us know.

Remember to **bring your technology ... laptops, adaptors**, USB drives, and anything else you might need. We will do our best to provide adaptors and screens, but you know what you need to make your computer work. We will have **HDMI and VGA connections** available, and the presentation ration is **16:9 (wide-screen)**.

Our awesome **AV team** will perform pre-presentation hookup checks, so remember to check in at least one hour before your assigned time at the Presenter Testing Station (Green Room on the 4th floor-Emerald Ballroom level) to make sure everything works.

We've all been at a conference when something goes wrong. To prevent that, we've created a [Google drive for you to upload PDFs of your presentation](#) as a backup. Please save your presentation as a PDF and upload it here or save it on a thumb drive and give us a copy before your presentation.

Each presentation room will have a **Science Talk team volunteer** to help make sure things go smoothly.

Information for Poster & Art Presenters

All poster and art presenters are required to **register for the conference**. This session is meant to provide an opportunity for conference attendees to share their science communication work with everyone.

Posters: We will provide an **8 x 4 foot standing bulletin board** for each poster. It has 4-foot legs and pushpins. Any posters left on the bulletin board after 8 p.m. will be recycled.

Posters can be mounted between 2:30 p.m. and 5 p.m. on Thursday, April 4. There will be a **storage room available** for you to leave your poster in the morning and retrieve if in the afternoon. All art must be packed up by 8 p.m.

Art: We will provide one **6 x 2.5 foot table with a tablecloth**. You must provide any additional presentation equipment you need.

There will be **extension cords and power strips** for your use, if necessary.

Information for Volunteers

All volunteers are required to **register for the conference**.

You will receive the **volunteer schedule** with your assigned shifts from Dr. Elena Mahrt, our Volunteer Coordinator. Let her know ASAP if you have a conflict with your assigned time. Please arrive at your assigned station at least five minutes before your session begins.

You will receive an **information packet** with everything you need to know about your volunteer role, and the Volunteer Coordinator will be available for questions.

You will receive a free **Science Talk T-shirt**. You are **required to wear the shirt during your shift**. This will make you more visible as an ambassador to attendees who need assistance or have questions. The T-shirt is our gift thanking you for your time. The space may be cool, and we do recommend wearing layers.