

Speaker Planning Call Guide

This form is intended to help guide and document the discussion during the session planning calls; **there is no need to complete this form in advance**. An AGB staff member will complete this form during the call and share it with all call participants.

Have you:

- Registered for the conference?
- Booked your hotel room?

Facilitator(s):	
Session Type: (e.g. concurrent, plenary, mini-session, or ideas exchange)	
Session Title:	
Session Description:	

Session Takeaways/Outcomes

What are 1-3 outcomes participants will gain by attending this session (e.g., "Participants will better understand [...]," or "Participants will be able to [...]")?

- 1.
- 2.
- 3.

Presentation Logistics

How will the session time be structured? (check all that apply)

- Remarks/Presentation
- Open Discussion
- Panel
- Q&A

Room Setup Special Requests

*Please note that room setup options are subject to availability.

Interactive Elements

What interactive elements will the session include? (e.g. polls, attendees moving about the room, tabletop discussions)

What active learning methods will be utilized? (e.g. role-playing, videos, brainstorming)

Session Materials

Will the session have slides, handouts, or readings?

- Yes, presented during session (hard copy materials are the responsibility of the speaker)
- Yes, electronic only (event app)
- No

Will there be supplementary videos or other media potentially requiring connectivity?

- Yes, video will be embedded in presentation (if yes, send video file separately for onsite backup)
- Yes, will need access to a reliable connection for video, polling, or other uses
- No

Miscellaneous Session Details

Additional feedback or comments from session facilitators that is necessary for a successful presentation?

Reminders

1. Registration Deadline (if applicable)
2. Deadline for slideshow submission
3. Speaker Resource Deadline (materials to be uploaded into app)
4. Standardized session closing slides will be provided and will include directions to complete the session survey inside the app or vote for the “back by popular demand” webinars

Tips of the Trade

1. Meet with co-presenters often to practice presentation
2. Build your session within the time constraints
3. Encourage questions and discussion with your attendees (Suggestion: save 10 minutes at the end of presentation for Q&A)
4. Don't overload your PowerPoint with prose (more bullets/photos less sentences)
5. Dress for Success
 - a. Wireless mics - wear an item of clothing that allows a microphone to be clipped to it (blazers, ties, blouses, cardigans) avoid wearing clothing such as turtlenecks (unless with jacket) or scarves
 - b. Panelist - please keep in mind that you may be speaking from soft seating on a stage or riser with no draping in front of you (i.e., consider skirt length)

Speaker contact information:

Name	Phone Number	Day of Phone Number (if different)