Workshop Presentation Speakers Guide

Before you leave!

- As a workshop presenter, you have up to 90 minutes to conduct your workshop, including breaks or group activities.

    o Use of slides is encouraged (in .ppt format). Presenters are also encouraged to use the NAPCRG-branded PowerPoint template.

    o If your presentation includes a video or other multimedia, please embed the file into your presentation. This will increase your file size, but links can break preventing the use of your video if not embedded.

    o You are responsible for providing copies of all handouts used for your session.

- Any necessary disclosures should be included at the beginning of the presentation, per the PowerPoint template.

    Save your completed PowerPoint presentation to a USB drive.

- All workshops are presented within a 90-minute period in assigned breakout rooms of the conference hotel. Presenters can find their session date, time, and location by using the session search feature, found here.

- As a workshop presenter, you are responsible for leading and moderating your session.

- Download the conference app

    o NAPCRG's 51st Annual Meeting will be paper conscious, and all conference information will be available digitally through the mobile app. We will not be using printed programs or guides.

    o Instructions on how to download and join the mobile app will be emailed to you directly at a later date.

Please be sure to regularly check the [Presenters Information web page](#) for updates!

Once you have arrived in San Francisco!

- Welcome to San Francisco!

- Depending on your date and time of arrival we recommend checking into your lodging establishment, refreshing a bit, and heading on over to the conference hotel to check in.

- Check into the conference at the Hilton San Francisco Union Square
    - 333 O'Farrell St, San Francisco, CA 94102
    - +1 (415) 771-1400
    - Head up to the registration desk found in the **Yosemite Foyer**.
    - A valid ID is required to complete your registration.
    - Here you will receive your name badge (this will be your ticket to all events and sessions).
    - You will also be provided with additional key information about the conference during check-in, so it is important that this is your first stop at the conference.

- Check out info on the mobile app. Be sure your profile is filled in so you can interact with your fellow attendees and kick start your networking and check out all the sessions you would like to attend if you haven't done so already.

- Lastly, have FUN! We are so excited you are here, and we have a fantastic conference planned for you to enjoy!

Day of your presentation:

IMPORTANT: You must bring your presentation with you to the conference on a USB drive. NAPCRG staff will NOT have your presentation available at the conference.

- A laptop computer and projector are provided in your assigned breakout room for use during your presentation.

- Have your presentation saved to a USB drive and **visit your session room during the breakfast session on the morning of your presentation** to download your presentation to the in-room laptop ahead of time.

- Please arrive at your session room 15 minutes prior to the start of your session.

- If you have any questions about your session, reach out to your session moderator via the mobile app direct message feature or find a member of the NAPCRG staff.

- Please be respectful of your fellow speakers and keep your presentation within the time limit.

- Speak loudly enough for the room to hear, try not to rush or talk too quickly (if this is your first time presenting, we recommend practicing at home or with a friend prior to arriving and using a timer to make sure you have enough time to present without rushing)

Thank you for all your hard work and for presenting at the NAPCRG Annual Meeting. This conference would not be the same without each of our presenters!