

# COLLABORATE 10 – OAUG Forum

OAUG Speaker Orientation

Tuesday, April 13

3:00PM Eastern time

# Thank You for Joining Today's Orientation!

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- Melissa Sider, DARC
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# Orientation Agenda

- What to expect before, during and after your session
- Registration
- Room setup
- Room monitor
- Speaker ready room
- Session cancellations or substitutions
- Presentation slides and white papers
- Session evaluation forms
- Questions

# Before Your Session

- Check in at the registration counter and pick up your badge. Speakers are required to wear a conference badge to enter the session room.
- Check the daily updates for session updates.
- Arrive no more than 10 to 15 minutes prior to your session to set up and prepare for your presentation.

# Before Your Session

- Set up your laptop and load your presentation.
- Audio visual technicians will check the rooms prior to the start of each session to ensure equipment is properly working. If you need immediate assistance, please notify your room monitor.

# During Your Session

- Briefly introduce yourself and proceed with your presentation.
- Ask that all mobile phones and pagers be turned to silent mode.
- Remind attendees to fill out the session evaluation form for your presentation and return it to the room monitor.
- Repeat all questions asked so that attendees can hear the question.
- We suggest you plan 45 minutes for your presentation and 10-15 minutes for question-and-answer discussion. Please end your session on time so the next speaker can begin on time.

# After Your Session

- Please remember to exit the session room immediately after your presentation to allow the next speaker to set up for his or her presentation.
- If you collected sessions evaluations, please return them to the room monitor.
- Session evaluation scores will be available online post-COLLABORATE and speakers will be notified via e-mail when they are available.

# Registration

- Registration is located in Mandalay Bay Foyer on level 1 of the South Convention Center.
- Check in by your last name to pick up your badge.

# Room Setup

- OAUG will provide the following equipment in the session rooms:
  - Projector
  - Screen
  - Wireless microphone and PA system
    - Panel rooms will have an additional wired microphone on the table.
  - Wireless internet
  - Telephones and laptop computers will NOT be provided.

## Room Monitor

- The room monitor will encourage attendees to fill empty seats, count room attendance, monitor A/V needs, check badges, and collect session evaluation forms.
- Due to staffing limitations this year, it is highly encouraged that you assist the room monitor with distributing surveys and reminding your audience before or after your session to fill out a survey.

# Speaker Ready Room

- COLLABORATE 10 will be providing a speaker-ready room for all COLLABORATE 10 speakers so that you may prepare for your presentation. This room is shared among the speakers of IOUG, OAUG and Quest. The speaker ready room is available on a first-come, first-served basis.
- The room will be equipped with a projector, screen and work areas for your convenience. Internet access will not be provided.
- Located in **Breakers G** on level 2 in the South Convention Center.

# Speaker Ready Room Hours

Sunday, April 18	9:00AM-4:00PM
Monday, April 19	7:00AM-5:00PM
Tuesday, April 20	7:00AM-5:00PM
Wednesday, April 21	7:00AM-5:45PM
Thursday, April 22	7:00AM-12:00PM

# Session Cancellations and Substitutions

- If you are unable to present, please send an e-mail notification immediately to [speakerprograms@oaug.com](mailto:speakerprograms@oaug.com) so that we may revise the agenda as necessary.
- You may send speaker substitution requests to [speakerprograms@oaug.com](mailto:speakerprograms@oaug.com) if you are unable to present but can provide a replacement speaker.

# Presentation Slides and White Papers

- Please visit the presentation management portal to upload revisions to your white paper and presentation slides. For information on how to upload the documents, please visit the speaker FAQ page.
- Revised presentation slides and white paper files may be uploaded through April 22, 2010.

# Session Evaluation Forms

- Attendees are encouraged but not required to fill out session evaluation forms.
- Remind attendees at the beginning and end of your presentation to fill out evaluations.
- Session evaluation scores will be available online post-COLLABORATE and speakers will be notified via e-mail when the scores are available.

Thank You Again for Joining  
Today's OAUG Speaker Orientation!

Any questions?

