

## Speaker FAQs

**Q: I submitted a Call for Papers. When will I be notified if I was chosen to speak?**

A: All Call for Paper entries will be answered within 3 months of date of receipt.

**Q: How are speakers selected?**

A: The conference and event team along with the advisory board carefully review all proposals submitted and base the decision to select sessions on the relevance and educational timelines of the information.

**Q: When am I speaking?**

A: Once confirmed, all speakers will receive an email detailing the date and time of their selected session(s).

**Q: Why do you need my bio and photo?**

A: We request a bio and photo from all speakers so that we can better promote your presence on our website, show program, and other marketing pieces.

**Q: I have spoken at this conference in the past. Why are you requesting my bio and photo again?**

A: We like to have your most updated information. As soon as you are confirmed to speak, as standard procedure, we will request your updated contact information, bio, and photo.

**Q: How do I register for the conference?**

A: You will receive your registration instructions in your confirmation letter. If you are a confirmed speaker and have not received this information, please cut and paste the data below in an email to [kaity.couch@bobit.com](mailto:kaity.couch@bobit.com) to complete your registration.

Full Name:

Title:

Company:

Address:

City, State Zip:

Phone Number:

Fax:

Email:

Cell Phone Number:

Emergency Contact Name:

Emergency Contact Number:

**Q: What audiovisual equipment will be available?**

A: We will have an LCD projector, screen, lavalier microphone, podium microphone, and table microphones for panelists (if applicable). If you require any other equipment, please let us know four weeks prior to the show.

**Q: Is a PowerPoint presentation required?**

A: No, a PowerPoint is not required. If you would like to use PowerPoint, please send us your presentation 2 weeks prior to the conference and we will have it available for you during the conference. Please let us know if your presentation will require audio/video. At the conclusion of the conference, we will be posting the presentations to the website if we have your permission.

**Q: How do I find details on other sessions, panels and speakers?**

A: You can always check out the most up-to-date version of the conference agenda online in the

“Schedule” tab. You can see session descriptions, dates and times as well as bios and photos for other confirmed speakers by clicking the links at the top of the page.

**Q: What should I do about my hotel reservation?**

**A:** Please make your hotel reservation as early as possible to ensure you receive the special show rate. All travel/hotel information can be found on the TRAVEL tab.

**Q: How will I get my badge?**

**A:** When you arrive at the facility, please pick up your badge at the speaker registration counter.

**Q: Once I'm onsite, where and when do I report for my session?**

**A:** Your meeting room assignment will be given to you in a final speaker confirmation email. Please be at your meeting room 30 minutes prior to your session. Our AV technicians will assist with your presentation and wire your lavalier microphone.

**Q: I am a Moderator. What do I need to do to prepare for my session?**

**A:** The moderator guidelines will be sent to you with your confirmation. If you are a confirmed moderator and have not received this information, please contact [kaity.couch@bobit.com](mailto:kaity.couch@bobit.com) or [adriana.michaels@bobit.com](mailto:adriana.michaels@bobit.com). You can also find the information in a link at the top of the Speaker Resources page you just visited.

**Q: I am a panelist. What do I need to do to prepare for my session?**

**A:** Your session moderator will contact you and your fellow panelists to set up a conference call prior to the conference. During the conference call, general guidelines for session participation as well as more specific guidelines for your panel discussion will be reviewed. If your moderator does not contact you 3 weeks prior to the show, please let us know.

**Q: How can I better promote my presence at the conference?**

**A:** There are many things you can do to promote your presence at the conference. You can start by adding a link to the conference website on your company website's calendar. We can also provide a conference banner that you can include on your company's home page. We are constantly sending out e-promotions which you can forward to your clients as well. If you have any ideas on how to better promote your presence, please contact [kaity.couch@bobit.com](mailto:kaity.couch@bobit.com) or [adriana.michaels@bobit.com](mailto:adriana.michaels@bobit.com).