On-Site | Wednesday, June 21 - Friday, June 25

- Final presentations and handouts must be sent to Amy Reddington prior to arrival.
- The attire on-site is business casual. Uniforms are welcomed.
- Speakers are expected to present in a professional manner as they are representing CSC. For more information on the agreed terms, please click here to review the Performance section of the speaker agreement.

Arrival

- The attire on-site is business casual. Uniforms are welcomed.
- Upon arrival, you will pick up your name badge at Registration.
- Speakers are encouraged to arrive to the session at least 15 minutes early to ensure the presentation and AV works.

Set Up

- The rooms will be set up in rounds of 8-10 per table with a podium and barstool in the front of the room. All rooms will be set to capacity except for the Hot Topic Roundtable Discussions.
    - Hot Topic Roundtable Discussions will be capped at 20 attendees to allow intimate discussions.
    - Setup is subject to change. CSC will do its' best to communicate this information to you.

AV

- AV staff will be available to ensure that you are set up and that everything is working properly.
    - If speaker will be using an apple product or Surface Pro, please bring the appropriate cords to connect to the projector.
- AV will be provided for all the sessions *except* for the Hot Topic Roundtable Discussions.
    - *Hot Topics are intimate roundtable discussions amongst a small group of people.*
- AV will include a projector, screen, audio speakers, and shared WiFi.
    - Keynote sessions will have additional projectors, screens and microphones for the session and Q&A.
    - General Sessions will have microphones for the session and Q&A.
    - *AV is subject to change. CSC will do its' best to communicate this information to you.*
- All speakers must present using their own laptop.
    - If participating on a panel, only the moderator needs their laptop.
    - Laptops are not necessary for Hot Topic Roundtable Discussions as these sessions are to encourage open discussions.
- Speakers are encouraged to use PowerPoint instead of Prezi to avoid a delay in the wifi connection when presenting.

Execution

- A room monitor will be available on-site to assist with handing out evaluations, timing cards, and other speaker and customer service needs.
- Prior to the session, the room monitor, and AV staff will ensure that you are set up and have all the information that you need to start the session.
- After the session, attendees will submit their evaluations to the room monitor. All evaluations will be compiled post-conference and feedback will be sent to the speaker.
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