



Speaker Instructions and Guidelines

Thank you again for serving as a speaker at ASTA's CSS 2018 & Seed Expo. Here are answers to a few commonly asked questions to help guide you through the speaker process:

Audio/Visual

- Please plan to arrive to your session room by 20 minutes prior to the start of the session. You will be seated at the head table. If you haven't submitted your slides in advance of the conference, ASTA needs a copy of them on a USB drive prior to your presentation in order to load them on the show computer in the session room.
- The sessions are being recorded for ASTA's conference proceedings, so please be sure to maintain a six inch distance from the microphone and speak facing forward as much as possible so that the recording comes through clearly. When questions are asked, repeat the questions into the microphone if your moderator has not already done so.
- Since each session includes multiple presenters, your slides will be strung together into one long presentation with the other presenters' slides in order to avoid awkward transitions from one speaker to the next, with an ASTA logo place holder slide in between. When it is your turn at the podium you simply need to advance forward one slide to see the beginning of your slides. When you arrive at the end of your slides, a blank ASTA logo slide will appear. This is your signal that your presentation is complete and you should leave the ASTA slide on the screen for advancement from there by the next presenter.
- Question and answer cards will be distributed throughout the audience so that attendees can write down questions to be posed to you at the end of the session, after all speakers have given their presentation. Please remain at the head table throughout the entire session.
- You will have a remote mouse to use to advance your own slides, and a monitor at the podium will display your slides to you as the audience sees them on the screens. There will be a monitor there only, not a laptop – your slides are actually being housed and controlled by our audio visual technician behind the screen.
- If you have special needs for your presentation involving video or specific instructions to give our audio visual team, please notify the ASTA registration desk right away so that we can put you in touch with the a/v team.

Attire

- Attire for ASTA speakers is business during the session in which you are presenting; business casual for attending the rest of the conference.

Reimbursement

- ASTA covers expenses for speakers from non-member companies, including travel, meals, and ground transportation. Hotel reservations have already been made for non-member speakers such that room and tax charges are billed to ASTA and incidental charges are on your own. During the conference, retain your receipts for meal and ground transportation expenses and submit them by mail to ASTA at 1701 Duke Street, Suite 275, Alexandria, VA 22314, attention Jennifer Crouse, for reimbursement. No special form is necessary.

Conference Proceedings

- ASTA will publish a copy of your slides in PDF format and a recording of your session on our web site after the convention, including a copy of your session description and biography. If you haven't already submitted a description of your session, please submit the final documents to Jennifer Crouse at jcrouse@betterseed.org by December 1. Your presentation release form should also be provided to Jennifer Crouse if you have not already signed and submitted this form.