Scott Warren: Thanks for joining us today to the presenters webinar we offer this webinar twice prior to our summer conference and we'll have a recording available we're just going to spend a little bit of time going over the various aspects of this conference and.

Scott Warren: And then also be available to answer any questions you have and i'm going to open it up by turning over to care sun bell and she's going to share information about the conference in general.

Kirsten Sundell: Thank you Scott welcome everybody, thank you for joining us this.

Kirsten Sundell: Where we hope it won't rain will be in grapevine Texas.

Kirsten Sundell: We are extra excited because this is the first time we have ever hosted our Conference in Texas, we absolutely love the gaylord Texan and if you have not been there yet, we think that you will love it too.

Kirsten Sundell: Where we hope it won't rain will be in grapevine Texas.

Kirsten Sundell: We have been hearing nothing but good things and excitement from our other presenters and for many of our attendees.

Kirsten Sundell: And so I hope you all know how much we appreciate you.

Kirsten Sundell: fairly late afternoon east coast time 3:30pm I see a lot of you in the in the chat just saying send rain, well, we just had some last night here in louisville Kentucky where i'm based and wherever you are if it's dry I hope you'll get rain soon to.

Kirsten Sundell: We can't tell you how excited we all are at sdb to be getting together again, for the first time in three years in person in grapevine.

Kirsten Sundell: We have been hearing nothing but good things and excitement from our other presenters and for many of our attendees.
Kirsten Sundell: So I'm going to take you through just some basics about the conference before Scott gets started and talks about.

00:01:46.980 --> 00:01:57.360
Kirsten Sundell: Parse our sessions and what you need to know about them, particularly, I will say about this webinar it is required for all presenters and as Scott mentioned will be running it twice.

00:01:57.930 --> 00:02:07.020
Kirsten Sundell: We will also make the recording of this session, as well as the slides and different FAQs and things like that available in our presenter service center and on our website.

00:02:07.680 --> 00:02:14.640
Kirsten Sundell: We want to talk again about some of the things that are happening at the conference, as well as kind of the do's and don'ts for sessions.

00:02:15.030 --> 00:02:21.540
Kirsten Sundell: We want to answer your questions, first and foremost, so that you feel like you're fully prepared, and you know what you need to know.

00:02:22.230 --> 00:02:34.290
Kirsten Sundell: We do ask you, you know, as you have questions as we're going through the materials, please type your questions in the chat box and then, when we take our big pauses for more questions.

00:02:34.680 --> 00:02:42.180
Kirsten Sundell: Feel free, you know, raise your hand and we will unmute you and if you're comfortable getting on camera or even just speaking of your MIC.

00:02:42.660 --> 00:02:45.840
Kirsten Sundell: We would be happy to take your questions that way as well.

00:02:46.830 --> 00:02:55.500
Kirsten Sundell: So I wanted to just remind you of a few essential points, first of all, that all of our presenters are required to register for the conference.

00:02:55.890 --> 00:03:02.940
Kirsten Sundell: I may have peppered your email in boxes in recent weeks with notices and reminders to make sure you've done this.

00:03:03.540 --> 00:03:20.310
Kirsten Sundell: You can check your inbox if you have not received that kind of message for an email from summer conference at dot org that's what you need to look for but anytime you can send an email to that email address, and we can check for you to see whether you are registered.
Kirsten Sundell: I will talk in a little bit about how you can collect your conference badge at registration and what that process is going to look like.

Kirsten Sundell: And I also want to remind you, if you cannot make your presentation, if you cannot come to conference or say if your flight is delayed and you feel you're not going to be able to make it to your presentation.

Kirsten Sundell: encourage you to always, let us know reach out the instant you know to summer conference at.

Kirsten Sundell: dot O rg and let us know and we'll talk about what we can do to potentially reschedule your session, or at least keep our attendees informed.

Kirsten Sundell: I also want to remind you, this conference is so popular we have essentially blown through our housing block at the gaylord Texan.

Kirsten Sundell: But we do have overflow hotels that are located, very close to the Texan.

Kirsten Sundell: And we will be running shuttle service daily So if you have not secured housing, I encourage you to go to this qr code here on the screen.

Kirsten Sundell: That will take you to our Conference hotels page and there you can click through to our connections housing website or email connections housing with your information, so that you can get a room.

Kirsten Sundell: So again, as I mentioned we're going to talk about registration some facts about the conference Scott will share with you information about sessions.

Kirsten Sundell: will share with you how to get help, and of course we're going to have some time for you to ask any final questions you may have, and of course in the invite you to always reach out to us and let us know.

Kirsten Sundell: If you have a specific question contact us at the summer conference email address, and we can help you.
Kirsten Sundell: So let me just share a little bit about registration, we do have a new registration procedure this year.

Kirsten Sundell: But we will have registration open for all attendees and presenters starting at 8am on Tuesday July 9.

Kirsten Sundell: running through 2pm and then closing briefly, while we have our opening general session reopening from four to five, but then we will have registration open again from eight to four.

Kirsten Sundell: And then eight to noon on Thursday, you will find it on Level three of the Convention Center outside the Texas ballroom.

Kirsten Sundell: And I'm going to show you a map soon, so you kind of have an understanding of where these things are located, but registration is right in the thick of things.

Kirsten Sundell: right outside our our general session room, we will also have conference headquarters right in the same area and a built-in registration desk.

Kirsten Sundell: If you have problems special needs need to make a registration related purchase like a special event problems with billing and if you need any extra supplies, such as mass sanitizer markers.

Kirsten Sundell: Post it pads things like that we will have a small supply of things like that at HQ So if you do need help.

Kirsten Sundell: You can reach out there and that's also a place, you can stop by if you have questions about.

Kirsten Sundell: Your particular session or need so just make sure you know you can come to us at HQ with any needs, and they will be able to put you in touch with me or someone else who.

Kirsten Sundell: can assist you so to tell you about the registration process, we are going to be sending you an email.
Kirsten Sundell: In very short order, asking you to check your badge name and verify that ahead of time to save you a little time when you get to the conference you will also be able to check your badge in our APP or conference APP.

Kirsten Sundell: And I will show you a little more information about getting into the APP in a moment.

Kirsten Sundell: You will also get an email asking you to print and bring your registration confirmation to conference where you're going to scan it so.

Kirsten Sundell: Let me show you a little more what that's going to look like in just a second.

Kirsten Sundell: Here, if you would like to use this qr code, if you have not already downloaded our Conference APP you can do so at this website, there is also a link to our online program on this website.

Kirsten Sundell: We are completely paperless this year, so you will want to, if you have not already dig in and start exploring that program download the APP login with your username and password from the show that you would have gotten in your registration confirmation.

Kirsten Sundell: And you can start creating your personal schedule setting alerts and notifications, for you know, prompting you say 15 minutes or 30 minutes before your session there's lots of great tools in there, so I encourage you to download our fact get the APP on your phone and start playing.

Kirsten Sundell: move on, so here's what you need to know about registration if you've been to our conferences in the past, the procedure used to be, he would walk up to the registration counter.

Kirsten Sundell: And one of our staff members would sort through a box with badges in it until they found your name and then they would pull it out give it to you.

Kirsten Sundell: We completely done away with that system we're now going basically paperless at registration so once you've received your confirmation barcode in your email from us and you may have this already.

Kirsten Sundell: you're going to come to the registration area outside the Texas ballroom in the Convention Center at the Texan.
Kirsten Sundell: You will walk up to one of these kiosks you will scan that barcode it will pull up your information.

Kirsten Sundell: You'll if you need to customize your badge if you haven't done that already you can but you'll press the button to approve it, it will print.

Kirsten Sundell: And you will receive will get your badge boots, you will get your badge plus any plus your lunch tickets in any special event purchase tickets that you may have purchased at registration.

Kirsten Sundell: So, once you printed your badge you will then walk a few steps away and pick up your lanyard and badge holder.

Kirsten Sundell: We will have a ribbon station there as well, where you can pick up a ribbon that says presenter or maybe a ribbon.

Kirsten Sundell: That says your state name, we have lots and lots to choose from so choose some ribbons and then you're going to walk right down the hall, to the great fine ballroom.

Kirsten Sundell: Where our exhibit hall is located and there, you will find a place where you can pick up your Conference bag so that's packed with Nice swag and goodies.

Kirsten Sundell: And that will be available, as I said right outside the education marketplace and exhibit hall in the Convention Center.

Kirsten Sundell: So that is registration paperless have your phone have your registration barcode you'll walk up print and you'll be good to go.

Kirsten Sundell: So here's some basic information about Conference, I mentioned the the Texan and finding where you need to be at the Texan.

Kirsten Sundell: Many of our events are going to be in the Convention Center and some of the most exciting events will be on Level three.
Kirsten Sundell: So you will see, where it says a here, that is where our general sessions will be located on Tuesday, Wednesday and Thursday we will have.

Kirsten Sundell: Different sessions, as well as our escape rooms here in this blue section labeled be and then our education marketplace and exhibit hall is located in see now when you go down there's a little mezzanine level here, but you go down to stories to the ground floor.

Kirsten Sundell: Longhorn BC D is where our Conference dining hall will be so this is where breakfasts.

Kirsten Sundell: And lunches will be on Wednesday Wednesday, Thursday and then Friday morning.

Kirsten Sundell: And then you will also see over here on the right, this is kind of the hotel portion of the property, as well as some of the meeting rooms.

Kirsten Sundell: Portion of the property and I'll show you that in the next section, but if you been to gaylord properties in the past you'll know that they're pretty much their layouts may vary a little bit.

Kirsten Sundell: But there they usually are all centered around a central Atrium space with like a floating river and beautiful plants and flowers it's the exact same way at the Texan.

Kirsten Sundell: But you will see that in that hotel portion, we will have some meeting rooms that are located around the central hub that Atrium.

Kirsten Sundell: As well as meeting rooms located in vineyard tower which you get to by walking back through the front hotel registration lobby, and then there will be meeting rooms, on the first and second.

Kirsten Sundell: Floor.

Kirsten Sundell: Of the vineyard tower.

Kirsten Sundell: If you see that QR code on the screen that will take you to our web page, where we have conference
venue maps.

79 00:11:48.150 --> 00:12:01.260
Kirsten Sundell: You may want to take a look at that in advance once you've looked at your session information in the system, you know you can find your session room might want to familiarize yourself with where it is before you get there, but just know.

80 00:12:01.560 --> 00:12:10.770
Kirsten Sundell: That SVP staff wearing shirts like mine, as well as some volunteers from the grapevine Convention and visitors bureaus are going to be on site.

81 00:12:11.070 --> 00:12:20.760
Kirsten Sundell: On Tuesday, on Wednesday to help point the way so that if you feel a bit lost, they can show you where to go and we will also have lots of signage.

82 00:12:21.120 --> 00:12:31.890
Kirsten Sundell: Pointing you toward where our registration areas dining halls meeting rooms, where all those things are so there will be people to help you find your way and I can guarantee you after the first day.

83 00:12:32.160 --> 00:12:42.090
Kirsten Sundell: you're going to know where you need to go it all makes sense, I promise, so that is the Texan just saying, you know as always we have free wi fi in the property.

84 00:12:42.930 --> 00:12:58.200
Kirsten Sundell: This information will also be printed on your badge that comes out when you check in so that will be available do know and Scott will mention this as well that free wi fi being what it is don't rely on it too heavily if you need to.

85 00:12:59.100 --> 00:13:11.700
Kirsten Sundell: Present like a video or audio in your session, make sure that you've downloaded it in advance, because sometimes wi fi if we're putting a lot of strain on it, it can be, not the best, but we will have free wi fi.

86 00:13:13.530 --> 00:13:21.030
Kirsten Sundell: meals I mentioned, we will serve morning coffee, this is what we call breakfast but it'll be coffee like pastries fruit.

87 00:13:21.690 --> 00:13:32.190
Kirsten Sundell: That will be available in our Conference dining Hall, on level, one of the Convention Center from seven to eight Wednesday, Thursday and Friday, you do not need a ticket for that meal.

88 00:13:32.940 --> 00:13:41.070
Kirsten Sundell: lunch will be served Wednesday and Thursday in the same location now for this, you will need the lunch tickets that are going to print with your badge.
Kirsten Sundell: We are as what I think will make Conference a little nicer for folks we are extending our lunch period, instead of a one hour block, it will be an hour and a half, so you will have time to get from your sessions to the dining Hall, and have a nice enjoyable leisurely meal.

Kirsten Sundell: which I think will add to the experience our exhibit hall I mentioned is located in grapevine ballroom which is just down the hall from our general sessions in our escape rooms and meeting rooms.

Kirsten Sundell: That will be open starting Tuesday at 10am it'll close up shop during our opening general session, but then it will be open again for a party we're having that you're all invited to from four to five and then it'll be open eight to four and eight to three on Wednesday and Thursday.

Kirsten Sundell: So that is.

Kirsten Sundell: that's our basic overview.

Kirsten Sundell: Of the conference, the Texan registration meals things like that, if.

Kirsten Sundell: anyone has any questions Oh, I see Barbara freelander you said, will you put a link to the presentation in chat or email to us Scott, do you have the link to the PDF version of this presentation that you could pop into the it's Okay, I see.

Scott Warren: yeah yes, I will in a moment I can.

Kirsten Sundell: I think I can actually drop it into hold on I can drop it into the chat how's that for modern times.

Kirsten Sundell: Now you get to see all my files.

Kirsten Sundell: See.

Kirsten Sundell: Here it is i'm going to upload it right now it's a little big so just give it a SEC.
Kirsten Sundell: There it goes so you should find it in the chat and then we will also post this on the presenter service Center.

Kirsten Sundell: Scott you're taking over screen sharing.

Scott Warren: yeah I am but I'm frozen.

Kirsten Sundell: Oh no Okay, so why don't you let me.

Kirsten Sundell: Okay screen share why don't I do it.

Kirsten Sundell: And you tell me what you want me to.

Kirsten Sundell: The slides okay.

Scott Warren: All right, I think I am back now i'm seeing a few things, but it still get some stuff on my screen but.

Debra Cullen: Scott we're only seeing it's just says Scott lauren has started screen sharing, but I think it's frozen to.

Scott Warren: Okay, and we get a storm happening outside so that's probably what's.

Kirsten Sundell: yeah I am.
Scott Warren: Okay, mine is finally.

Scott Warren: spinning let's see if I can stop share.

Kirsten Sundell: Okay, I am sharing right now my session overview screen so i'm a little surprised you're not able to see that hold on.

Debra Cullen: yeah it just it just says Scott Warren and started sharing screen sharing with black with the White lettering okay hang on let's try it's just one of those fun glitches.

Scott Warren: That try.

Kirsten Sundell: Okay, how about now.

Scott Warren: Now it's still frozen on mine.

Scott Warren: For some reason.

Linda Floyd: I thought is the problem.

Bob Stokes: Yes, take him off.

Linda Floyd: Okay.

Kirsten Sundell: There we go yes okay that feels good that feels like we're doing the right thing here.

Debra Cullen: Would yeah yeah we don't see anyone screen we just see all right.
Kirsten Sundell: Let me try this.

Debra Cullen: Is sharing again there yeah yay.

Kirsten Sundell: You can see mine okay Scott, you tell me when you want to admit.

Kirsten Sundell: Did we lose Scott, oh no loss, what do you want to bet I think he fell off okay so i'm going to take over.

Kirsten Sundell: Sean I saw your question on do you we bring our own computer or just a flash drive, yes, you will bring your own computer, but I will get to that in a second.

Kirsten Sundell: Okay, so we'll wait until Scott yeah but Linda yes i'm sure Bob kicked him out.

Kirsten Sundell: i'm sure he was asking for, so I will just share with you as of right now we have somewhere in the vicinity of 500 sessions, so thank you, thank you, thank you for sending us such wonderful material.

Kirsten Sundell: The most sessions, we are offering in a day is Wednesday, we will have 212 sessions Thursday we will have 208.

Kirsten Sundell: Now some of those are repeats and I want to thank you, you know, those of you who said, you will be willing to do a repeat it really helps.

Kirsten Sundell: It gives our attendees a little more flexibility so that, if they know they've got something competing you know they know that they have the comfort of coming back and doing it later, some of you also have agreed to share as like table talks so instead of a formal presentation, you know those Table Talks are more informal sit down so lots of wonderful sessions i'm really excited about the content and thank you again for being among the number.
Kirsten Sundell: So here is a little bit Scott, are you back.

Scott Warren: I am back.

Kirsten Sundell: yay Okay, so you talk through I will shut up now, and all.

Kirsten Sundell: Those lines if that's okay.

Scott Warren: Well, no problem at all okay as as was mentioned.

Scott Warren: I think was mentioned more than likely we we haven't very different conference and we've had in the past and wait in the past we've been very last step of town like a high school schedule.

Scott Warren: So we're doing a lot of things different this year, one of which, being a soft start on Tuesday used to the first day we had you know the opening general session we had.

Scott Warren: was kind of the start of the conference, but we have sessions we have workshops.

Scott Warren: Various state meetings and orientations all taking place beginning at nine o'clock in the morning on Tuesday one thing to keep in mind about Tuesday is we do not it's a soft start but which means we do not have meals during that day.

Scott Warren: But we will have different session types the table talks and i'll talk more about each of these types and a little bit.

Scott Warren: There are 25 Minutes that are offered twice in a row within a 60 minute time slot the promising practices sessions we've got something new, this year with 90 minute workshops.
Scott Warren: And then, for the last year, probably will offer a few deep dives which are too typical 60 minutes sessions long 90 minutes.

Scott Warren: But.

Scott Warren: The next slide kind of gives you an idea of the visual of the schedule and you've got a qr code that you can also go to you can see, on Tuesday.

Scott Warren: A registration opens at 8am in the morning and you kind of get the schedule notice that it's not Nice in lockstep as it has been in the past.

Scott Warren: couple things to specifically mentioned that you'll see here on this schedule as you'll see that soda port and use science of both offering certification exams that if you or any of the team Members on your school a school team that may be coming are interested, they can.

Scott Warren: issue an exam at no cost.

Scott Warren: We also are introducing the ppl playground is sponsored by microburst.

Scott Warren: And because of the the great success with the escape room in baltimore a couple years ago we're bringing it back and expanding it to have two different rooms.

Scott Warren: taking place, but this gives you a little idea we have that soft opening in the morning on Tuesday and then our opening general session and we definitely want everyone to come to the networking reception two reasons we not serving food.

Scott Warren: During the day on Monday on Tuesday.

Scott Warren: We will have a lot of free food at that reception and we're going to give away a bunch of prizes and it's your opportunity to talk with our various paste Center sites.
Scott Warren: about things that they did in their school, so we, we would love to have we hope you will come to that in
the exhibit hall after after the opening keynote session.

Scott Warren: Okay care so if you want go on, and this gives you Wednesday and Thursday look very similar in nature
in the glc, but you will see there there's not that last step of.

Scott Warren: You know we're all going to be out in the hallway at the same time, one of the things that we're really we
really tried to do was.

Scott Warren: To have it to where there would be fewer people in the hallways we're still dealing with a pandemic.

Scott Warren: And so that your folks and we can have in the hallway at the same time out moving around the better and
so we're trying to offer a lot of different options, one of the things i'll point out on this one in green.

Scott Warren: looks like you're about 9am is the refreshment networking lounge we have that that available, we have
some special events in addition to all the different sessions you'll notice that.

Scott Warren: We have a shine on wine networking leadership development event sponsored by the House of shine that
will be in grapevine.

Scott Warren: The great sponsor the conference they're going to host an event there we're also going to have a career
pathways cocktail hour for.

Scott Warren: In you can purchase tickets to these events with as a part of registration okay.

Scott Warren: Thursday is a similar type schedule, you will notice that we have on this, the big thing I want to mention
is, we have our closing general session with.

Scott Warren: One of our favorite presenters of all time probably it with srt be and that's a principle birdie CAFE like
we'll do our closing general session, and then we really encourage you all to.
Scott Warren: Be closing celebration and book signing with Dr Jeanne Bottoms will be there to sign his new book and we hope many of you will sign up to register become to that event as well, we really wanted to be a celebration.

Scott Warren: Other things I encourage you to get an opportunity go and check out his esports arena esports is a growing event across the country, and we encourage you to go by and check it out.

Scott Warren: We also has a current set to out today and part of the day, on Wednesday, and most of the day, on Thursday, we will have authors signing books and booth 109 in the hall, and as CD will have a bookstore set up there as well.

Scott Warren: Not in boots 109 but that we set up to sell sell books at a greatly discounted price to 10 days.

Scott Warren: And so you can see we're going to try to provide a lot of options to folks that in a very different and then Friday morning will provide you an opportunity for our folks to go out to.

Scott Warren: Tours industry tours being a big thing and then we have some of our special projects where those groups are meeting.

Scott Warren: such as our leadership academy and network improvement communities, and then we will have a few sessions as well, we have some repeat sessions on that day, as well.

Scott Warren: that's a little bit of the background and how the schedule will look a little bit different and we encourage you, there is the qr code that you can go on and and look at the different sessions now so let's turn our attention now to your sessions, and some of the do's and don'ts.

Scott Warren: Some just basics about the meeting rooms, we have over 67 meeting rooms so minimum size is 30 the maximum is 5200, which is the main ballroom seating most of the sessions whoa rooms hope between 70 and 120 folks.

Scott Warren: You can check out the ap go into the presenter Center on your APP or from the email that you got from summer conference.

Scott Warren: Saying your session was approved.
Scott Warren: You can go into the presenter Center and you can get the exact size of your room if you if you need to know most most sets and.

Scott Warren: In theater or around one thing we do want to make sure you're aware of, we cannot change that. If you want, if you go by and check your room and see that is and theater and you'd hoped evident rounds, you know, unfortunately we are not able to get that changed once the conference is set up so.

Scott Warren: We do have the rooms all equipped with projectors and ab screens and microphones for the larger rooms water stations flip charts those type of things they will all be in every one of the rooms.

Scott Warren: So, with the projectors obviously if you're used to presenting and are using a pad or a MAC book or a couple other devices that need special dongles to hook up to date and projectors make sure you bring those with you.

Scott Warren: I strongly encourage bring your own speaker or speakers if if needed if you're not doing that type thing we will have the, as I said, the microphones in the larger rooms.

Scott Warren: here soon, as already mentioned, then we'll have some other equipment and HQ that you can possibly get to so forth.

Scott Warren: will have easels outside each store with the daily schedule on it, we are new signs with that information so that folks can come up and make sure about your session and so forth.

Scott Warren: If you need and out by need what i'm saying is to conduct the actual workshop that you're going to do need to have something in front of the participants.

Scott Warren: For them to look at work on so forth, you can have handouts srt be is not providing handout the years in past.
Scott Warren: We would make copies of handouts, and so forth, for we we are gone paperless for the most part, one of the things we encourage you to do is, if you have some.

Scott Warren: site you want them to go to our link so forth, we encourage you to put a qr code on your PowerPoint so that they can give to it that way.

Scott Warren: But we're we're trying to go as paperless as possible we're finding the participants don't want the paper and i'm not sure if it's materials that you need for the actual session, then.

Scott Warren: we're asking each presenter to handle their own.

Scott Warren: Bringing those materials okay um and some of this stuff many of your presenter many times before, and may be old hat to you.

Scott Warren: One of the things that we are listing a session dues is do before your session check his title description for any changes.

Scott Warren: Because the biggest complaint we get about sessions is that people have changed what their session was about the session was not about the topic that they thought it was going to be.

Scott Warren: The other thing that because of the size of the Conference, we do not have room facilitators it just takes too many people to do that, so we asked that when it is time for your session to start.

Scott Warren: That you announced your session title before you began and introduce yourself, we are not going to have staff members in there to do so.

Scott Warren: One of the things that I really want to emphasize this year is this is the making schools work annual summer Conference, and we really want folks to make an intentional effort.

Scott Warren: To link to the making schools work frameworks or school improvement frameworks, whether, whether that be how he had our foundational belief about.
Scott Warren: Effort magnifies ability and if we can get kids to put forth more effort we find they do better in school if it's connecting to that aspect if it's connecting to the key practices.

Scott Warren: or our improvement process, whatever it may be, we would really like you early on in the presentation to clearly link your presentation to the making schools work framework.

Scott Warren: We other things I don't necessarily need to read to you.

As I, as I mentioned earlier, the idea of using qr codes and bentley's to share information, one of the things I test our staff with and I asked you to do as well, we never been very good yet at using social media.

So we we encourage you that if you're doing something in your session, and people are moving around doing something so forth talking take a picture of it and post it.

yeah i'm sharing use hashtag s sorry be summer there for posting you can do at SV B school improvement as well as as an aside, but we really would want to flood and make it and.

Greater use of social media.

The last one is.

It seems.

Relatively obvious, but the idea of start and end your session on time and I mentioned that because, even if your room fills up because they've heard how great and presenter you are your room fills up early.

don't start early wait until it is time for your session to begin.

And then, even though we tried to provide more time between sessions and more of a staggered schedule this year when it's time for your session and odds are the next presenters is waiting to get in your room so make sure in your session on time.
Scott Warren: Okay.

Scott Warren: This is the end I encourage you, if you have a phone available and possibly want to go we're actually going to have Pearson show you how you can upload a handout.

Scott Warren: But you can once again visit the presenter Center we've got the qr code there and login with your password and then click on session information and then the navigation menu on the left side.

Scott Warren: You can click a title say room capacity for handouts, if you need handouts, but also, you can click upload handouts.

Scott Warren: and make it it's very simple to do it's almost foolproof if you upload the wrong thing it's easy to delete it out and eliminate any hit body ever knowing that you did it wrong but kiersten is now gone on, and this is what the site looks like.

Scott Warren: The presenter Center site when you come on and you log in she's going to go to one of my sessions actually.

Scott Warren: And she's going to go down to she can see things about 10 room capacity is at its in escondido theater style it's got the description of the session I actually am a repeating it again on Friday morning.

Scott Warren: But you've got all that and information on the session more time it is room all that information now she can go without both the handouts.

Scott Warren: And it's very easy to do she's going to do is go down to that session and add.

Scott Warren: A handout browse find the one that she wants to.
Scott Warren: upload it and save it.

Scott Warren: And that session is now added.

Scott Warren: Or that handout is an info session upsets the wrong one, so I need to delete it out click that box to the right and hit delete.

Scott Warren: And there you know just like almost anything anymore, with a fair you're going to eat it's going to ask you, are you sure you want to delete it and we do so.

Scott Warren: She doing today out so it's very simple process and once that's done everybody who attends can go into your session, and not only the people that attend your session that anybody registering coming to the conference can see your your handouts, that you may have.

Kirsten Sundell: I will say once you've uploaded this, you will also be able to see this in the APP so when someone browses to your session.

Kirsten Sundell: In that APP they will see you handouts, and when they scroll down they'll all be there.

Kirsten Sundell: it's the APP is great, so I do encourage you to take advantage of those uploads you may have noticed when I clicked that add button.

Kirsten Sundell: That we have the option, you can upload a file a link So if you have a URL you want to share with someone you can pop it right there, and if you have a streaming video you can insert the link there as well.

Kirsten Sundell: So or upload and browse it and then people can get access to that as well, when it comes to files, I think I have enabled pretty much every file type, you can think of that you might want to share so pdfs word documents excel.
you let me know reach out on summer conference at dot O rg and I can look into it for you, the one.

Kirsten Sundell: proviso, I have for you is that we do have a file size limit of 25 Meg, but there are always ways around that if you need to split something up or hosted on an external site.

Kirsten Sundell: You know, like a Google drive or something like that you can always do that but reach out at summer conference at si P dot O rg and I can walk you through that, but you can upload basically anything you want to share, you can share with attendees.

Scott Warren: Okay, and i'll give yourself a chance to get back since i'm still worried about sharing.

Scott Warren: That again the qr codes right here, there was the question in the chat about when you need these uploads obviously the earlier, the better, but quite honestly, people can.

Scott Warren: upload them right up until the conference and even i've in the past experience, where I uploaded everything did my session somebody in the session pointed out an error, I had on it so for them fix it re uploaded them so.

Scott Warren: You have that that capability.

Kirsten Sundell: So then, this question are these due by the 30th there really is no due date.

Kirsten Sundell: You truly can upload it as you're walking into the session room or even after now, I would urge you, if you're going to upload something quickly in a session, it can sometimes take a show.

Kirsten Sundell: I want to say it averages out to maybe like three minutes, sometimes to fully sync up.

Kirsten Sundell: But just know that if you have uploaded something and saved it and you see it appear you give it a few minutes, it will be there for folks so just be patient and especially when you're on wi fi or whatever it may take a couple extra minutes, but if you upload it, it will go promise.

Scott Warren: All right next session don'ts, and this is kind of a repeat of what I said earlier, don't change the topic of
Scott Warren: I mentioned don't start early and the next one is as big part prior to the pandemic can become a real problem I'm hoping that it.

Scott Warren: will go away, since we haven't been together, and while but don't hand out a swag any banners any postcards things like that.

Scott Warren: out to entice attendees to come in, you can use social media to do so, though feel free to talk about your session so forth join me in Room so and so or whatever do not sell anything to conference attendees in your session.

Scott Warren: And one of the things we encourage you to pay real close attention to, and this is particularly true when uploading materials don't share distribute copyrighted material so don't upload.

Scott Warren: Your handouts copyrighted materials so forth, and.

Scott Warren: Do I know know and most conference centers anymore do not take repenting anything to session room walls their heads explode, if you do that.

Scott Warren: So, and you know, and then you know the obvious involving anything with flame water glue paint outside food they make a big deal about that as well and don't go over time.

Scott Warren: that those are pretty common ones that we want to make sure meant mentioned, I do want to jump back to the copyrighted materials one.

Scott Warren: Because make sure your handouts don't include copyrighted materials, and you know even some of our veteran presenters have you know.

Scott Warren: At registration try to walk around give people cards and so forth about coming to their session, and we do not want that to be the case, and that is because we have a great exhibit hall marketplace where we've got vendors that have paid to exhibit and we don't think it is appropriate.
Scott Warren: For others, to be able to do it and no cost when they have paid to exhibit in our marketplace all right
going there's some basic PowerPoint guidelines, one of which i've done too much i've don't just sit down and read your
PowerPoint slides.

Scott Warren: But we We strongly encourage you use widescreen format in you know before your PowerPoint
presentation.

Scott Warren: We were not going to have a special template that we asked you some conferences saying we want you to
use this template for the opening.

Scott Warren: different things like that we're we're not doing any special template.

Scott Warren: We do ask you knocked over overly clutter your slides we recommend using Ariel for font.

Scott Warren: We think is the most reasonable, especially from a distance of any of the fonts avoid doing anything
smaller than 24 point for the fonts.

Scott Warren: It is difficult to read, even in medium sized rooms, if you get smaller than that I know some people really
like different colors we recommend no more than two font colors per slide.

Scott Warren: And one of the things also to pay attention to is if you'd like to highlight, or like to color box or text is
you know pay attention to to accessibility and don't have an orange box, with three line brain time.

Scott Warren: To make it where it is extremely difficult to read, there is on everybody's PowerPoint there's an
accessibility tracker to where you can actually run run it to see how your say your slides are for accessibility.

Scott Warren: The one thing that I do want to specifically mention is if you're going to use a video in your session.
Scott Warren: I strongly recommend downloading making sure the video is downloaded before it's time to present them with you, if we get 3000 people on a piece of technology.

Scott Warren: Even the best wi fi systems there's going to be some buffering time, so we strongly encourage you to have it downloaded, as I mentioned before.

Scott Warren: have your own speakers they're ready to use i'm not we're another show this video if you get the link to the recording or don't have the PowerPoint are.

Scott Warren: The link to the materials at Kirsten put in, you can you can go to YouTube to watch life after death by PowerPoint, which is a humorous video but we're not going to watch that, in this particular session but it's it's a good humor way of looking at PowerPoint.

Kirsten Sundell: hey Scott can.

Kirsten Sundell: Yes, my jumping in because i've had this question come into me, I just want to point out, for those of you, you may have an organizational PowerPoint template that you like to use or just.

Kirsten Sundell: please feel free to use whatever PowerPoint template or look you like obviously as Scott said, you know, keep it clean uncluttered remember accessibility and you know be kind to the color blind.

Kirsten Sundell: But you do not need to use a special template for this conference I know some conferences will make you do that and say you must use our template we don't so you use what you like.

Kirsten Sundell: We do prefer you know it looks better to use that widescreen format, but you do not need to use a special template.

Scott Warren: to emphasize what she was saying we don't say use the specific template we do ask.
Scott Warren: That you connect your presentation to our framework to the making schools framework making school framework there's a question about gift cards are okay to give away when.

Scott Warren: I, you know as a as a door prize or different things like that, for attending you don't want you out a you know, giving out tickets ahead of time saying come to this session and you'll be eligible that's right.

Kirsten Sundell: If if anyone is interested, you know and a couple other of our attendees have asked about raffles please just reach out to me.

Kirsten Sundell: I put my email in the chat let me know and then submarine you asked about gift cards, I mean if if, in your session, you have yeah Scott said, if you have attendees.

Kirsten Sundell: And you want to give out a gift card to some lucky person in the session, that is fine, but shoot me an email anyway, just to let me know that you're going to be doing that and we can talk about it.

Scott Warren: Okay awesome awesome let me hit the button.

Scott Warren: um I mentioned Table Talks earlier and I want to make sure folks understand they are shorter.

Scott Warren: There 25 minutes and they're offered two times, an hour and a single session do 25 minutes there's five minutes in between, for people to change tables.

Scott Warren: And another 25 they are very popular, they are not a lesser session, in fact, we have conference attendees to spend as much time as they can in those.

Scott Warren: They are they are quick bites there for discussions they're not presentations so they they're at a table around table and seats eight we have.

Scott Warren: Multiple of those tables in a room going on at the same time, and they can be more just the facts type
things, and the reason we say they're not presentations is there's no power there's no projectors.

Scott Warren: it's just it's old school you and the participants setting in a table, you can share information.

Scott Warren: it's it's great there, you may have on us on a single slide if you want to have a pad or computer up or on a sheet of paper you may have a qr code for them to go to if you want to have them go to a link or something and look at it, but.

Scott Warren: You know in consider you may bring some shareable graphics things like that, but it is very much small group discussion.

Scott Warren: That you are you don't walk in and just choose a table though there every table will be numbered when you look in the program on the APP.

Scott Warren: You will see that you are in the room, and it has a specific table Member and that's your table for that time slot.

Scott Warren: And, as I said, these are extremely possible of pop The excuse me popular sessions.

Scott Warren: Because, partly because they are not presentations they are the sessions.

Bob Stokes: A Scott on those they can they can invite people to their session later on in the week or in their session early in the week, so if you want more details, you can come to this correct.

Scott Warren: yeah yes, and thank you that's great many times the table talks are a repeat of a full session.

Scott Warren: And maybe.

Scott Warren: In some cases that table talk what happened before the full session sometimes it's after that feel free to invite folks to whichever one is next that.
Scott Warren: We mentioned the conference afternoon plays a back it's the one stop shop for just about everything qr code, you can download it, one thing that is about a is a bit interesting or different with it, when you download it if some of you participated in past, you may have downloaded previous APP and it'll it'll ask you, it will say there's probably sold in the cloud from your.

Scott Warren: Previous one download and you want to you want to make sure you get the grapevine 2022 kiersten do you want to say anything about getting to the 2022.

Kirsten Sundell: If you did so we have information if you go to this qr code page, where we have our APP info it will give you a quick walkthrough of what you need to do so if you had our APP last year at the.

Kirsten Sundell: conference basically that that conference is still in your phone and so what you'll need to do is logged into the APP using your show.

Kirsten Sundell: login which is your email and your password and then you're going to end up going to my planner and just updating the event, so it will the APP will refresh itself and become great fine.

Kirsten Sundell: Instead of the virtual event in 2021 I don't not a whole lot of people downloaded the.

Kirsten Sundell: APP simply because we were a virtual event last year and there wasn't a connection between the APP and the virtual event.

Kirsten Sundell: At least, not a great one So hopefully for most of you, when you download this APP it'll be for the first time and you're just going to go in fresh.

Kirsten Sundell: But again it's on this page on the website, you will find our faq and there will be instructions on what you need to do to get it refresh, but I do encourage you to use it and has so many cool tools.

Scott Warren: But now, at the summer conference many times you'll get in there, and yet have a problem, the most common problems is know your computer's not talking to the data protector.
Scott Warren: they're not getting on, but in some cases it's room size and then because we're in a new facility, it may be that you don't know where the rooms are.

Scott Warren: will have SAP staff throughout the facility, we are will all be wearing a Sari be shirts will have different colored shirts on each day.

Scott Warren: Just to make sure we all change.

Scott Warren: Those are the most common they'll be right around we have staff assigned to each area of the facility during all times and if you're having a problem, the odds are you're going to be able to walk outside your room and see an SUV person around they have the ability to contact.

Scott Warren: Our headquarters, we can get Ahold of ad we can get help, and in some cases they may be able to take care of that situation as well, but we can deal with that.

Scott Warren: If your room, as I said, if you're saying the words out that you're a great presenter and everybody in their brothers coming gear session.

Scott Warren: If we see that a room is already full 10 minutes 15 minutes before the session there's people standing outside wanting to get in we have the ability to do one of a couple things number one is we may have a larger room nearby that we could move you to.

Scott Warren: And we are more than willing to do that if we've got time and if you're willing.

Scott Warren: second possibility is we may ask you do you want to add a repeat of this session, and since then the APP up you know update staff of constantly we can add a session.

Scott Warren: So, like the old days, where we had posted a sign saying sessions, going to be repeated at such and such time but we're able to add a session we can send out a blurb indicating so if the session is full now one of my great concerns about the conference is airline flights.
Scott Warren: If we just finished a large Sri be meeting this weekend and we had people flying in from different locations and on Friday flights were canceled Saturday flights were canceled that type of thing if you see that's going to be a K as situation you can't present.

Scott Warren: Let us know right away.

Scott Warren: You can send an email to the summer conference email side summer conference at srt be.org we will be monitoring it, let us know.

Scott Warren: And number one if you are like you just going to be delayed and we may be able to move it to another time.

Scott Warren: To do your session if you're not going to be able to be there.

Scott Warren: You know, we we want to be able to let folks know so they don't set into a room for 15 minutes waiting on a presenter.

Scott Warren: And a presenter not show up.

Scott Warren: shepherd AV is her AV company they typically are in black shirts I don't know if they will all be again or not, but.

Scott Warren: For the Convention levels if you're in Convention Level three that's where the rooms that are called ballrooms are or the rooms that are named after Texas settings.

Scott Warren: And then we've got the lone star area which Kirsten shared the maps earlier, they have the del Rio picos and yellow rooms rooms.
Scott Warren: lone star Level three the third for the lone star tower is different types of horses that's.

Kirsten Sundell: mustang appaloosa and Palomino.

That.

Scott Warren: vineyard tarot level, one that there's no.

Kirsten Sundell: Name sending too many names dimensions.

Scott Warren: yeah yeah.

Kirsten Sundell: Random name.

Kirsten Sundell: Like high plains and sand sob I think it's like regions of.

Kirsten Sundell: us, but all of the, you will see in the in the map of the Texan where all our rooms are that URL that or the qr code I provided will give you an overview and you will see all the tape ballrooms take 123 through 10 and take the are all on level to have in your tower.

Scott Warren: So I just give you a little primer to the facility.

Scott Warren: I mentioned earlier, that they we really want to increase the use of social media, whether it be for us old folks are still using Facebook, or you know the others they're using Twitter or snap chat the other different things really.

Kirsten Sundell: cool like instagram sorry.

Scott Warren: yeah I answer answer different things like that, but we do encourage you to use Twitter, in particular.
Scott Warren: And in Facebook page So if you use Facebook to just share information.

Scott Warren: We will have a conference, evaluation and certificate of participation.

Scott Warren: Since you are presenting, we want to make sure you're aware of it basically what it is, is once you the Conference ends and you rate the conference which you'll be able to do through the APP.

Scott Warren: In with each session, you can go in and right, and you can rate the session and then, once you.

Scott Warren: And you can then download a certificate of participation from the attendees service Center we do not award any type of credits.

Scott Warren: While we do is we provide access to the agenda and we will say that you were in it, we have a certificate of attendance and then allow each stage each district so forth, to do what they need to as far as any type of credit.

Kirsten Sundell: The beautiful thing about our certificate of participation is as long as attendees rate each session they attend all of those session names dates.

Kirsten Sundell: Hours all of that populates automatically to the certificate of participation so it's a really great easy record to be able to hand over to a certifying body.

Kirsten Sundell: But you'll want to do this, obviously, and then you know, encourage anyone who comes to your session as well to rate it it's a very easy rating system just five questions.

Kirsten Sundell: On things you would expect, like the quality of the content and the presentation and networking and sharing and things like that.

Kirsten Sundell: And if you're interested after the fact, we do collect all those data on evaluations if you're interested in how people rated your session.
Kirsten Sundell: Give us a week or so after the Conference or maybe a little more check in with us at summer Conference, and we can pull that data for you and let you know what people said.

Scott Warren: alrighty and that that kind of wraps up our presentation part we want to make sure we answer any questions you have before you know before we sign off if there's anything we not addressed or any confusion, you may have.

Scott Warren: about the conference we're excited about it a new venue a new format, our first time back together, and while.

Scott Warren: So we're excited to have the event coming in, feel free, if you want to unmute if you have a question where raise your hand, you can use the the button at the bottom, or you can enter and chat a question, you may have.

Scott Warren: Here we go through the uncomfortable wait time in a virtual setting.

Kirsten Sundell: I do our email address in the chat again.

Kirsten Sundell: don't be shy, if you have questions, there is no question, we have not heard and we're happy to answer anything we want you to be comfortable to come into this feeling prepared.

Kirsten Sundell: Judy yes, you may contact you may collect contact information from people in your session if they would like to share it.

Kirsten Sundell: Anyone who is exhibiting if there's anyone on the chat who are in the session, who is part of our exhibit hall.

Kirsten Sundell: We have lead retrieval available through each show or event management provider and i'm sure there'll be peppering you with emails about getting signed up for that, but you may collect information.

Scott Warren: I know a lot of folks that may have a some type of door prizes and so forth they'll sometimes collect business cards and use those that collection business cards pull one to be a door prize winner.
Scott Warren: Something like that absolutely.

Scott Warren: All right, well looks like we don't have any specific questions, and we thank you for attending and we're right at an hour, so we look forward to seeing you in a couple weeks and and great grapevine and hope that you have a great fourth of July this year thanks everybody.