2019 Speaker FAQs and Tips

Key Speaker Dates and Deadlines

Click on the links below or login to the Speaker Center for more information about the deadlines and action items below.

Date	Task
March 26	Accept speaker invitation
March 26	Accept the ASLA Speaker Housing Policy
April 18	Review and edit bio, upload photo, and add AIA and/or FL license number to your speaker profile
May 22	Speaker registration completed on your behalf. Follow the instructions in your registration email to book your hotel room
June	Speaker Orientation Webinar
July 19	Review the standard room setup and submit any special requests for AV
August 2	Last day to submit bookstore and book signing recommendations
Mid-August	Presentation management system opens
September 11	**Field Session Leaders:** Submit field session route sheets. Review the Field Session Planning Timeline and FAQs
September 16	Review the 2019 Presentation Style Guide and download the conference logo
October 15	Submit **required** session guide
Early November	Submit required presentation to Presentation Management site
November 15-18	ASLA Conference on Landscape Architecture in San Diego

Questions? Contact Whitney Mitchell at speaker@asla.org or 202-898-2444.

Registration and Hotel Information

- **Registration:** All education (60-, 75-, and 90-minute) session speakers, PPN education sessions, deep dive session speakers and field session co-leaders receive a full complimentary registration to the conference, which will be processed by your behalf. If you do not receive your confirmation by May 22, 2019 or need it to be resent, please contact speaker@asla.org.

- **Hotel:** Speakers may be eligible to have a portion of their hotel stay covered by ASLA. Please review the speaker housing policy for more information.
  - Experient is the official housing bureau for the conference. You must book your hotel room through Experient to be eligible for housing reimbursement. Please do not contact the hotel directly.
  - Your registration confirmation includes instructions on booking your hotel room. Follow the hotel booking instructions in your registration confirmation email carefully to be eligible for the speaker housing reimbursement and avoid creating a duplicate registration profile.

- All speakers are required to book their rooms at one of the following "official" ASLA hotels for the <u>duration</u> of their stay in San Diego to be eligible for a reimbursement*:
  - Hilton Bayfront San Diego (ASLA Headquarters Hotel)
  - Hard Rock San Diego
  - Hilton Gaslamp
  - Marriott Marquis San Diego Marina
  - Omni San Diego
  - Pendry San Diego
  - Residence Inn

More hotels may be added to the official ASLA hotel list closer to the date of the conference. Please consult the ASLA conference website for a complete hotel list at the time of your booking.

Standard Room Setup
- Session rooms will be set with living room style chairs and tables for speakers.
- Each speaker will have a lavaliere microphone. AV techs will be available to ensure all microphones are properly setup.
- Wired podium with microphone.
- Theatre seating for 100-600 attendees.

AV Needs
- A PC laptop will be in each session room to play your presentation. Please let us know if your presentation was made on a MAC.
- **Note:** Internet is not supplied in our session rooms. However, all rooms will be equipped to play videos with sound if they are embedded in your visual presentation. Please let us know if you plan to play sound during your presentation.

Responsibilities for Presentation
The lead speaker will be responsible for the:
- **Visual Presentation:** Collect all speakers' slides and compile into a master presentation. The lead speaker will be responsible for uploading the presentation in the presentation management system.
- **Session Guide:** Develop the **required** session guide that will be posted on the website and in the mobile app prior to the conference. One unified document should be uploaded to the Speaker Center.

Visual Presentation
- Please use the Presentation Style Guide for developing your visual presentation. The style guide provides parameters on graphic uniformity to the continuing education program and helps attendees orient to your topic and learning outcomes.
- Please include the conference logo, the session title, learning outcomes, and the required AIA slides, if you session is approved for AIA CEUs.

Session Guide
- **Post your session guide to the Speaker Center by Tuesday, October 15.**
- Speakers are **required** to provide session guides (intended to aid note-taking) that will be made available to attendees on the ASLA website and the mobile app prior to, during and after the conference.

- ASLA will NOT print any session guides. Attendees must access them through the website or app.
- The education session guides webpage is the most frequented on the conference website.
- Attendees can view session guides online or print one as needed, greatly reducing waste and contributing to a more sustainable conference.
- Please remember sessions will be evaluated partly on the effectives of your session guide.
- For more information, go to our Session Guide FAQs.

Onsite

- **Speaker Ready Room:** We encourage you to regroup with all of your speakers in person on the day of or day before your education session.
  - o Location: 33AB
  - o Speaker Ready Room hours: Thursday: 2:00 – 5:00 pm; Friday, Saturday, Sunday: 7:00 am – 5:00 pm and Monday: 7:00 am – 12:00 pm
  - o Speakers must check-in at the Speaker Ready Room at least **2 hours** prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the session room. It is *imperative* that you review your presentation in the Speaker Ready Room. AV technicians can help resolve any compatibility or formatting issues and explain the in-room setup.
- **Assigned Session Room:** Meet with your co-speakers at least 20 minutes prior to the presentation at your assigned room. If you have any questions, please see the technician, session host or use the Red Flag feature on the Presentation Management system.
  - o A **technician** will be available during your session to assist with any audio/visual issues that arise. Test your presentation in the Speaker Ready Room with the Presentation Management system.
  - o A **session host** has been assigned to help you stay on time, make housekeeping comments and introduce you. They will report to the session room 20 minutes before the session's scheduled start time.

Frequently Asked Questions

Can I bring an unregistered guest to my session?

No, ASLA does not issue guest tickets for education sessions. Only attendees with professional full or one-day registrations will have access to education sessions

When will the speaker ready room be open?

The speaker ready room will be available to use on Thursday from 2:00 to 5:00 pm, Friday, Saturday, Sunday from 7:00 am – 5:00 pm and Monday from 7:00 am to 2:00 pm. It is located in room 33AB.

Can my visual presentation be updated after the onsite?

Yes, presentations can be updated onsite. Please check-in at the Speaker Ready Room at least 2 hours prior to your scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the session room. AV technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

How do I get the bookstore to carry my book?

ASLA hires a third-party vendor to manage the bookstore. While they solicit suggestions for titles to carry from ASLA staff and education program speakers, it is the final decision of the vendor as to what titles will be available for sale. You can submit book suggestions through the Speaker Center.

Can I do an ad-hoc book signing?

No, book signings are successful only if they have been marketed in advance.

Can I stay at a hotel outside the block and still receive a housing reimbursement?

No, in order to receive the housing reimbursement, you must stay in one of the official ASLA conference hotels. There are seven hotels in the block, with a variety of price points and amenities.

How much time should I allow to prepare for my session?

Based on responses from the annual Speaker Survey, speakers spend on average 10 – 20 hours of preparation time for their conference session.

What should I do if changes need to be made to my session's speaker lineup?

Speakers may not be changed without ASLA approval once a proposal is accepted. If a speaker has to cancel, please notify ASLA as soon as possible. Alternates will need to be vetted by ASLA.

How do I renew my membership?

If you are a landscape architecture professional (graduate of accredited landscape architecture programs), you must be a current member of ASLA. Allied professionals are not required to be members. In order to renew your membership, please contact the ASLA membership department by email or by phone, at 202-898-2444.