

2009 Ohio Safety Congress & Expo

Presenter FAQs

Q. What are the presentation requirements?

A. Presenters are expected to provide knowledgeable presentations that include the latest trends, technology, and ideas. Presentations should be non-commercial and not promote a particular product or company. All graphics and slides should not include commercial content. Your presentation should be in PowerPoint on a PC platform. All sessions are 60 minutes in length, which may include a five to ten minute question period.

Q. What time should I arrive at the event?

A. Arrive at least one hour prior to your presentation to allow ample time to receive a badge and locate your session room. Check-in with the programming committee members in your session room to review your plans for the presentation.

Q. Can I change the set up of furniture in my meeting room?

A. Meeting rooms will be set up with rows of chairs to accommodate the maximum audience size. Because several sessions are scheduled in the room, it is necessary to set the rooms to accommodate all sessions throughout the day. In some cases, we can make special arrangements to alter the furnishings and equipment, but those requests for special consideration must be provided by March 1 and cannot be guaranteed.

Q. What audio visual equipment will be provided in my meeting room?

A. Each meeting room will be equipped with a standard set-up of a podium, screen, LCD data projector and wireless microphone. Please bring your laptop computer if you wish to utilize the projector. Please contact us as soon as possible if you require audio or house sound, or wish to modify the equipment provided.

Q. What if I have a question about audio visual equipment or need a piece of equipment that is not provided?

A. You may submit requests for additional equipment with your programming committee member or to SafetyCongress@bwc.state.oh.us. Special requests must be received by March 1 to guarantee availability.

Q. What if I cannot provide a laptop for my presentation?

A. Please contact the programming committee member who coordinated your presentation or SafetyCongress@bwc.state.oh.us by March 1 to request a laptop be provided for your presentation. Quantities are limited. You will be responsible for

bringing the presentation with you on CD or memory stick. Contact SafetyCongress@bwc.state.oh.us to inquire about compatibility issues with your presentation files.

Q. When are my session materials due?

A. Session materials should be delivered by email to SafetyCongress@bwc.state.oh.us or U.S. Mail to arrive by Wednesday, March 18. Send mail deliveries to Ohio Safety Congress & Expo, 13430 Yarmouth Dr., Pickerington, Ohio, 43147.

Q. What if I can't submit my session materials by March 18?

A. All educational session presenters must submit an electronic copy of their session materials (PowerPoint, brochures, etc.) by Wednesday, March 18. By not doing so, your session's materials may not be posted on the Web site before the event. This is the only means by which participants may evaluate the appropriateness of your session and arrive with your materials in hand.

Q. What is the maximum file size for my materials?

A. Presentations and handouts may be any size, keeping in mind that each session is 60 minutes in length. We urge you to avoid reading every PowerPoint slide and to incorporate dialogue into the presentation. For submission purposes, files must be smaller than 4 MB and can be sent via email to SafetyCongress@bwc.state.oh.us. Presentations and handouts larger than 4 MB can be submitted on CD and mailed to Ohio Safety Congress & Expo, 13430 Yarmouth Dr., Pickerington, Ohio, 43147.

Q. When will the session materials be made available for participants to view and print?

A. Session materials will be posted to the BWC Web site on Monday, March 23. We appreciate your timely submission by March 18 to allow for formatting and testing of the materials before they are posted for public viewing.

Q. How long will the session materials be posted on the Web site?

A. Session materials will remain posted on the Web site for at least 90 days after the event.

Q. Do I have to use the PowerPoint backgrounds provided by the Safety Congress?

A. At a minimum, we request the standard PowerPoint background slide be used on the opening slide. It is your option to apply it to the remaining slides or you may use a background of your choice.

Q. Am I required to use a PowerPoint presentation?

A. You are not required to use a PowerPoint presentation or supporting session materials if you use other methodologies to reinforce the message of your presentation.

Q. What materials are available to participants who forget to print the session materials before they arrive at the event?

A. For cost control measures we will not be distributing handouts at the event, although note pads will be available to those who forget to bring handouts with them.

Q. Can I make my own copies of the session materials and distribute them at the session?

A. Presenters are discouraged from bringing copies of their session materials to avoid confusion among sessions and minimize waste.

Q. How do I know if you received my session materials?

A. If you do not receive an email confirming receipt of the materials within 24 hours, please phone (614) 728-6455.

Q. How many people should I expect at my session?

A. The number of participants will range from 25 to 250 at each session. We will provide an estimated audience size to the programming committee members two to three weeks before the event. They will be encouraged to share the estimated audience size to you.

Q. Do I need to submit a bio and/or introduction for my presentation?

A. Prior to the event, please submit a bio and introduction to the programming committee member who invited you to present at the Safety Congress.

Q. Do I need to register for the event if I am a presenter?

A. As a presenter you will be automatically registered for the event and can pick up a badge when you arrive at the Safety Congress. You will receive an email confirming your registration by February 6. If you did not receive a confirmation, please email SafetyCongress@bwc.state.oh.us to request one.

Q. How do I find details on other sessions, panelists and presenters?

A. You can check out the most up-to-date version of the Safety Congress agenda at ohiobwc.com. Here you can see session descriptions, dates, times and materials for other sessions.

Q. Do I make my own hotel reservations?

A. Make your hotel reservation as early as possible for the best chance of getting the room you want. Several hotels in proximity to the convention center offer discounted rates until March 1 for Safety Congress participants and presenters. Visit ohiobwc.com for hotel locations and rates.

Q. As a presenter, can I attend other sessions at the Safety Congress?

A. We hope you plan to take advantage of other opportunities during your visit by attending sessions, spending time in the expo marketplace and networking with fellow safety professionals.

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

A. Your session moderator or programming committee member will contact you and your fellow panelists to discuss expectations prior to the conference. Request that s/he provide general guidelines for session participation and specific instruction for your discussion. If your moderator does not contact you at least three weeks prior to the show, please contact SafetyCongress@bwc.state.oh.us to initiate this dialogue.

Q. Can I see a map of the convention center?

A. View a map of the convention center at columbusconventions.com.

Q. How will I get my badge?

A. Prior to speaking, you will need to pick up your badge at registration in Hall C of the Greater Columbus Convention Center.

Q. What happens when I report for my session?

A. Upon arrival at your meeting room, you will be greeted by a member of the programming committee. She or he will discuss any last minute housekeeping notes. At 15 minutes prior to your start time your laptop will be connected to the data projector. A programming committee member will introduce you to the audience before your presentation begins. As soon as the session ends, we request you disconnect your laptop and conduct discussion with audience members outside the session room. There is a very short turnaround time between most sessions.

Q. Where will the educational sessions take place?

A. All Safety Congress sessions will take place at the Greater Columbus Convention Center. You will be contacted by your programming committee member with your room assignment.

Q. What is the dress code?

A. The dress code for Safety Congress participants is business casual. Presenters are encouraged to wear business attire.

Q. What should I do if I am delayed on the day of my presentation?

A. If for any reason you are delayed in getting to the Safety Congress, please call the event phone number (614) 582-6444 as soon as possible. This number will only be available during the Safety Congress.

Q. What if I need to cancel?

A. If for any reason you have to cancel your commitment to speak at the Safety Congress, we kindly request that you provide a replacement presenter who can speak on the same, or a similar topic. Notify your programming committee member of the change as soon as possible.

Q. How much time should I reserve for questions?

A. A question period is not required, but if you choose to do so, it can vary among presenters and topics. No more than ten minutes for a 60-minute session is adequate. You can take questions as they arise, leave them until the end, or a mix of both, but be sure to let the audience know your plans at the beginning of the session. Of course, if you involve the audience by asking questions of them, you should expect questions in return during the session. In taking questions during the session, try to be brief and stick to the point. If a question deserves a longer answer than time permits, or is a little off topic, say so and suggest coming back to it either at the end or when the session concludes.

Q. How can I tell how long my presentation will take?

A. It depends on the amount of detail on each slide, the amount of time allowed for questions, any time budgeted for demonstrations. A rehearsal of your presentation will provide a sense of the timing. Programming committee members will be at your presentation and can provide you a signal when the end of the session is near. There is a very short turnaround time between most sessions and your timeliness is appreciated.