Know Before You Go

Presenter Edition

ASMH Conference 2023

Welcome, 2023 Presenter!

Thank you for preparing and contributing to this year's Annual Conference!
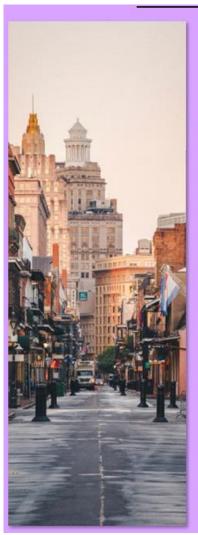
Agenda

- Conference Agenda
- Prior to Arrival at Conference
- Before Your Session
- During Your Session
- After Your Session
- Other Helpful Information

Conference Agenda

Tuesday, December 5

7:30-8:30a	Continental Breakfast / Check-in
8:30-8:45a	Welcome
8:45-9:45a	Keynote Address, Dr. Nadia Ward
9:45-10:15a	School Mental Health Awards
10:15-10:30a	*Break*
10:30-11:30a	Conference Session 1
11:30-11:45a	*Break*
11:45a-12:45p	Conference Session 2
12:45-1:15p	Boxed Lunch
1:15-2:15p	Conference Session 3
2:15-2:30p	*Break*
2:30-3:30p	Conference Session 4
3:30-3:45p	*Break*
3:45-4:45p	Conference Session 5

Wednesday, December 6

7:30-8:30a	Continental Breakfast / Check-in
8:30-8:45a	Welcome
8:45-9:45a	Keynote Panel, Bill Smith
9:45-10:00a	*Break*
10:00-11:00a	Conference Session 6
11:00-11:15a	*Break*
11:15a-12:45p	Symposia
12:45-1:15p	Boxed Lunch
1:15-2:15p	Conference Session 7
2:35-2:30p	*Break*
2:30-3:30p	Conference Session 8
3:30-3:45p	*Break*
3:45-4:45p	Conference Session 9
5:00-7:00p	Poster Session & Networking Reception

Thursday, December 7

9:00-12:00p	Intensive Training Sessions

- All sessions will be held on the 2nd and 3rd floors of the **New Orleans Marriott**, 555 Canal St, New Orleans, LA 70130.

Prior to Arriving at the Conference

- Register for the Conference
  - All presenters, including co-presenters must be registered

- Complete a Presenter Know Before you Go Training

- Confirm your session Date and Time
  - All acceptance letters included the date and time of your session

- Integrate our Financial Disclosure & Evaluation Slide
  - We will provide you with templates of these slides

- Download our Conference App!
  - Conference App will be launched soon

On-Line Registration

- All presenters, including co-presenters must be registered for the conference.

- There is limited on-site registration that opens at the event at 7:00 AM on Tuesday December 5th on the 2nd floor of the Hotel.

- We accept Visa, Mastercard, purchase orders, or checks (made payable to the University of Maryland).

- Questions about payment should be directed to Christina Walker, cnwalker@som.umaryland.edu, 410-706-0980 at the University of Maryland.

Prior to the Start of your Session at the Conference

- Confirm your Session Location, Date, and Time
  - Use the Schedule at a Glance or the Conference App
  - Check the easel or screen reader outside the room
- Arrive at least 15 minutes prior to the start of your session
  - Check your technology and access to your Powerpoint you will have 15 minutes to setup for your presentation
  - Moderator will assist if there are issue with AV
- The NCSMH will not be posting PowerPoints or handouts on our website
  - If you would like to share materials with participants, please either share a QR code, collect emails for you to send materials after the conference or bring handouts (50-100 recommended). We will not have a copier.

During your Session at the Conference

- In each breakout room, there will be a screen, pc laptop, audio sound, Wi-Fi, podium, one microphone, flipchart, markers, panel table, and a clicker
  - A moderator will be present to assist you during the session

- Keeping time during your session
  - We recommend setting a timer for yourself to help you manage your time
  - The moderator will hold up 5-minute, 2 minute, and Stop signs towards the back of the room
  - Once the stop sign is shown you MUST end your session to ensure a smooth transition for the next presenter

- We recommend leaving 5 minutes for Q&A with Attendees

Technology/AV

- PC laptops will be each room and have access to the internet
  - We recommend using the laptop in the room, but if you choose to use your own laptop (specifically a Macbook or Surface Pro)bring an adaptor; we will have limited adapters available on-site
  - Laptops will connect to the projects via HDMI cord

- The Podium Area
  - Microphones are not wireless and will have limited mobility
  - PC laptop will be stationed on the podium and will have a clicker connected

- Accessing your PowerPoint
  - Google drive or bring a USB flashdrive to pull up your presentation
  - The Moderator will have a copy of the Powerpoint you submitted on November 15th in case of technical difficulties, but this will not be the most updated copy of your presentation

After your Session at the Conference

- Pull up the Evaluation Slide with the QR
  - It is important to share the evaluation so we can get feedback for your session
  - A copy of the slide will also be on the laptop in the session room

- Remember Check the Podium
  - If you were drinking water or coffee, please dispose
  - If you use your computer and want to use the clicker, make sure you return the USB back to the PC in the room

Questions?