



Conference & Seminar Presenter and Presentation Guideline

Binghamton, NY – Section 205

The intent of this guideline is to describe the Binghamton Chapter's expectations for conference, seminars or similar ASQ sponsored events; and, help ensure Presenters are adequately prepared to provide attendees with a well-planned and professionally executed presentation.

Presenter Responsibilities

- Provide the presentation title, brief description, and a brief bio to the Program or Conference Chairperson at **least two months in advance** of the scheduled presentation date. This amount of time is necessary to finalize any event publicity and publications.
- Presentations must be electronic PowerPoint files. Any requirements for connections to the Internet should be avoided due to potential uncertainty of wireless access.
- Provide the final electronic file of the presentation to the event Chairperson or designed ASQ contact at **least two (2) weeks before the event**. If a different timeframe is required, it shall be communicated. The intent is to preload all presentations on the ASQ-provided computer in advance of the event. This is to ensure compatibility with the presentation equipment and prevent technical problems that could cause event disruptions.
- Dress will be "business casual" unless otherwise defined. Suits, ties, and dresses are optional. Presenters are reminded, however, that the audience may include students, professionals, and executives of local companies. Street clothes should be avoided.
- The duration of Presentations must be contained within the allocated length of time. A draft of the event agenda will be provided to the Presenter for planning purposes. **Please tailor the presentation to end approximately 5 minutes before the end of the allotted time to allow for questions.** If necessary, repeat any questions asked from the audience if they are not audible. Questions requiring response time beyond the designated time should be taken off-line.

NOTE: The Binghamton section of the ASQ recognizes the Free Speech of the First Amendment to the U.S. Constitution. However, we ask guests and presenters to refrain from any conduct, written information or verbal remarks that could offend attendees at any ASQ Binghamton section event. Disparaging remarks related to gender, race, religion, sexual orientation, or political bias will NOT be tolerated. Presenters who feel they can NOT comply with these requirements should decline participating in the event. Compliance to the ASQ Code of Ethics is expected.

ASQ Responsibilities

- The meeting agenda, place, and time will be established at least three months in advance to ensure adequate preparation time by all parties.
- The ASQ Conference Chairperson, Program Coordinator, or designated contact will contact each Presenter and describe the theme of the program, the planned conference topics, and the expected scope of the presentation to be made. The length of time allocated for the presentation will be defined.
- When multiple presentations are scheduled, convenient timeslots will be established that are consistent with Presenter's travel and planning requirements.
- **Computer-generated PowerPoint presentations are required.** The intent is to use an overhead projector or a large, flat screen monitor for audience viewing. The ASQ section will provide the computer and presentation equipment that must be used. (No personally owned equipment will be allowed which will disrupt the event logistics or flow.)
- An optical pointer and wireless mouse will be provided. Instructions on their use will be provided.
- An audio sound system may or not be available depending on the location of the event. Specific requests will be considered, and equipment will be provided whenever possible.
- The Program Coordinator or designee will help ensure presentations are kept within the designated agenda sequence and time allotment. A sign/signal will be given **ten (10) minutes before the end of the allotted time**; indicating that the presentation should wrap up-in five minutes. An additional **five (5) minutes will be available for questions** from the audience.
- Upon request, a table will be provided at the event for any handouts/promotional materials to be available for attendees to review and/or take.
- With the permission of the Presenter, electronic copies of presentations will be made available on the Binghamton Chapter web site after completion of the event.
- Presenters are responsible for providing any copies of presentations or other handout materials unless other arrangements were made in advance.