

Learning Leadership Conference Speaker FAQ

How many people can I expect at my session?

It's hard to predict this! We ask people to bookmark sessions they plan to attend in the app to help us assign rooms; you can see (in the app) how many people have bookmarked your session. **But** keep in mind that many people bookmark more than one session per block and decide on the spot which to attend, so the bookmarks are a very rough indicator.

Based on registration and past years' numbers, we suggest that you plan for 25-40 at the Learning Leadership Conference, but many sessions will have far more or far fewer attendees.

Session Room Setup and Equipment

When can I see my presentation room?

Breakout rooms are generally assigned a week or two before the event. These will be listed with your session description online and in the app.

The breakout rooms are generally unlocked, so if you arrive to the conference venue early, you can find your room. You can also take a look in the morning before the first sessions, during meals and breaks, etc. Be mindful of times when there may be a preconference event or another session or activity in the room, though!

We ask session speakers to be in the room at least 15 min. prior to their session, to set up and test connections, so please don't disturb other speakers who are delivering or preparing to deliver their sessions.

How do I connect to the projector to show my slides?

Each breakout room has a projector with an HDMI connection cable. Many laptops have an HDMI port. **If your laptop/tablet does not have an HDMI port** (Apple products tend not to), you will need to bring a dongle to connect the port you **do** have to an HDMI cable.

A member of the AV Media team checks in with each speaker prior to the session; AV Media team members are available throughout the session to help with connection and other AV issues. Their phone number will be on an info sheet in each breakout room, and they tend to hang out near the session rooms. They usually wear black shirts with the AV Media logo. They generally **do not** have dongles and other nonstandard equipment, though.

Is there Wi-Fi in the breakout rooms?

There will be Wi-Fi throughout the conference area provided by the hotel, including the breakout rooms, **but** the signal could be weak or very slow at times.

SSID: Learning25

Password: LearningPool4

We advise anyone using streaming video or other streaming content or services to have a backup plan in case the connection fails. That could mean downloading any videos you need to your laptop, planning an alternate way to conduct polls, etc.

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What equipment will be in the breakout rooms?

Each breakout room will have:

- 1-2 mics (lavalier mics; handheld mics are available)
- Projector & screen
- HDMI connector cable for the projector
- Water and cups
- Rows of chairs, generally set theater-style

Notes:

- Breakout rooms will not include whiteboards or flip charts
- **If you need markers, sticky notes, etc. for an activity in your session, please bring them with you!**

Recording Sessions

Are the sessions recorded or photographed?

Breakout sessions are **not** recorded.

We do have a photographer who shoots some photos in **most of** the sessions. If you really want photos, ask someone at reg or one of the program team members—on site—if your session can be on the list. We can put in a request (but we **cannot guarantee** anything!).

If you email us (programs@learningguild.com) after the conference, we can track down and share photos from your session, if there are any.

Can I record my own session?

You can record your session, and you do not need written permission from attendees. But we ask that:

- You do it in an unobtrusive way that does not affect the attendees' experience
- You do not show any attendees' faces or profiles

Does the Learning Guild have a policy on attendees recording audio and/or video of a session?

We do not have an official policy, and we leave it up to each speaker. If you do not want attendees to record or stream audio and/or video of your session, please state that at the beginning of the session.

Can we ask attendees to provide feedback?

We collect feedback surveys on each session through the event app. Unfortunately, the response rates can vary.

The app we use will send each attendee **who bookmarked the session** a reminder to complete the survey. To improve response rates, we encourage you to ask attendees to bookmark your session and fill out the survey. Please remind them at the beginning and end of your session!

If you want to see the results of your session's surveys, please email us at programs@learningguild.com several days **after** the conference. It takes some time for us to receive, process, and share requested feedback, but if you ask us to, we **will** send yours.

Session Materials

What's the latest date we can send session materials?

We share a deadline for sending session materials (in the Speaker Resource Center) because that is the latest date we can promise to have your materials online, in the app, connected to your session prior to the conference. We will continue to process and post session materials up to, throughout, and even after the event.

If there is something you want to be sure that people have before/during your session, please send it by the deadline.

If you don't want to "give away" the contents of your presentation or handout, by all means send it later or send it with a note asking us to post it after your session!

If our presentation is in Canva or some other online format, can we send a link?

We cannot include a link as a session resource. We can include a PDF with the link to your presentation or handout. However, a preferred option is to download your slides or handout into a PDF format so that we can share it more easily with attendees.

Giveaways & promotion

We strongly discourage any kind of promotion of your company or services during your session, including 'giveaways' of swag or prizes. We emphasize the content of our sessions, and choose speakers and content we think that attendees will find valuable. Attracting attendees using giveaways creates an uneven 'playing field' that disadvantages other speakers.

When preparing our presentations: Any major Dos and Don'ts?

Do

- Deliver on what you promised in your session description and takeaways; people choose which sessions to attend based on these. We do hear from people when a session does not meet stated goals/deliver on takeaways.
- Share your slides and/or a summary of key points ahead of time so potential attendees can take a look; please send them to programs@learningguild.com at least a week before the event to ensure that they will be online prior to the conference. (We'll accept them up to, during, and even after the Conference, but they may not be posted before your session!)
- Ensure that your materials are accessible and inclusive (see [guidelines in the Speaker Resource Center](#)).
- Allow time for questions—**and** let attendees know if they should ask their questions **during** the presentation or you will take all questions **at the end**.
- Keep in mind that most breakout rooms will be set theater style (rows of chairs) so keep that in mind when planning for interactivity.
- **Bring a clicker or pointer** if you like to use one when presenting; we do not provide these.
- Ask/remind attendees to fill out the feedback survey for your session! They will only get a reminder and link if they have **bookmarked** the session in the app or added it to their personal agenda, so remind them at the beginning and end of your session to do that!

Don't

- Promote your company, a specific product, or a service you offer during your presentation or place large logos throughout your slide deck; instead, focus on content that attendees can use to improve their own work.
- Spend a lot of time reviewing your background and experience; this is covered in your speaker profile (which you can edit!).
- Ask attendees for personal info (email, cell #).
- **Note:** It's ok to mention a book you've written **once** or refer to it/its contents in your presentation.