2010 US Lacrosse National Convention

Speaker Orientation

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Speaker Management

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Overview

- I'm in Baltimore, Now Where Do I Go?
- What Do I Do Once I Get To The Baltimore Convention Center?
- What Do I Do Once I Get To My Session Room?
- Presentation Tips
- Convention Presentation Guidelines

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I'm in Baltimore, Now Where Do I Go?

- The US Lacrosse National Convention is being held at the Baltimore Convention Center (BCC) located in Baltimore's Inner Harbor (downtown).
- For directions to the Baltimore Convention Center, please visit www.uslacrosse.org **Convention**: then select the **ATTENDEE** tab and the **TRAVEL** Tab.

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What Do I Do When I Get To The Baltimore Convention Center?

- Speaker Check-In is located on the 1st Floor of the BCC in the Registration area. (Entrance at the corner of Pratt St. and Charles St. and follow signs to Convention Registration.)
- Double check your session time, room and audio visual requests.
- Sign the speaker agreement.
- Receive your speaker packet and your honorarium check.
- Please visit your session room to know where you are located.

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What Do I Do When I Get To My Session Room?

- Please arrive at your session room 30 minutes before you are scheduled to talk.
- Your presentation should be preloaded on the laptop in the room. Please open it and make sure it works.
- Your presentation will not be pre-loaded if you did not send it to Ariana Andis-Klein before the Convention. Please make sure you bring your own presentation if you did not send it ahead of time.
- If you have any technical issues, please ask a room/hall monitor to assist you in finding a speaker assistant. (Room/hall monitors and speaker assistants will be marked by bright colored clothing).
- ***If worse comes to worst, use a back-up!***

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Presentation Tips

- Before you start your presentation, please read the housekeeping notes located on the podium.
- Move around on the stage and use props to demonstrate key points.
- Bring a backup copy of your presentation on a flash drive or CD.
- If you are using video in your presentation, make sure to include your video files with your back-up since video files do not copy with the PowerPoint file automatically.
- Involve your audience: Question and Answer sessions are much appreciated at the end of your presentation.

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Convention Presentation Guidelines

- Please keep in mind that you are not only representing yourself, but your organization/school and US Lacrosse.
- Business casual dress is acceptable. (You will be provided with a speaker polo when you arrive at Speaker Check-in).
- Please refrain from using foul language or off color jokes.

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Remember your audience

- Your audience will be made up of many levels of coaches
- Please make sure that you speak within the rule of the game
- Presentations including words such as **cheating** or suggesting that this method allows you to gain an unfair advantage are **discouraged**

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Remember your audience cont.

- Try instead to focus on creating advantages, or coaching techniques that are within the rules of the game
- Please remind attendees that as coaches they are held accountable for their players actions and playing within the rules
- Be specific and make sure you clarify tactics that can be used at higher levels and not at the youth level

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THANK YOU!

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