



In
UNITY,
We
THRIVE

 **asae**® | annual meeting
& exposition

AUGUST 10–13, 2024 | Cleveland, Ohio | #ASAE24 |

Speaker Briefing

June 21, 2024
1:00 – 2:00 p.m. EST

Megan Denhardt, CAE

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Agenda

Action Items	Exploration Labs vs. Expo Theatre Labs	Roomsets & Audio-visual	Wordly – Translation
Speaker Expectations	Attendee Info	Evaluations	Questions

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Action Items - COMPLETE

- Speaker Agreement Accepted
- Speaker Manual Reviewed
- Speaker Resources Reviewed
- Submitted Session Updates
- Downloaded PPT Template*
- Submitted AV Needs
- Speaker Profile Update with bio and photo
- Registered at Discounted Speaker Rate
- Booked Housing

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Action Items – Due Soon

- Submit PPT by Fri, July 26
 - Follow ASAE Ownership of Content Guidelines
- Promote your session with I’m Speaking” sticker
 - #ASAE24
- Record 30-45 second promo video (optional)
- <https://tinyurl.com/ASAE24Speaker>

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 AUGUST 10–13, 2024
CLEVELAND, OH

HUNTINGTON
CONVENTION CENTER 

I’m Speaking!

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Exploration Labs – Roomsets/AV

- 30, 60, or 90 minute sessions
- Breakout room – theatre to maximize seating
- LCD/Screen
- Audio-patch
- Free WiFi
- Wireless slide advancer
- Wireless lavalier mics for speakers
- Wireless handheld for audience Q&A
- **BRING YOUR OWN LAPTOP with PPT loaded and ready to go**

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Expo Theatre Labs

- 30-minute education sessions in Exhibit Hall
 - *Sunday between 11am-4pm and Monday between 12:30-4:30pm*
- 15 minutes between sessions
- LCD/Screen + Lavalier Mics for speakers
- Audio-patch
- Wireless slide advancer
- Attendees on wireless headset to hear
- **LAPTOP PROVIDED! Submitted PPTs will be loaded already**
 - **Bring on thumb drive as backup**

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Wordly Translation Services

- QR Slide to be emailed by 7/21
- Insert into first slide
- Signage outside room
- Verbally mention it from stage



AI-Powered Translation

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How to Use Live Translation

Step 1



Scan QR Code or Go To:
<https://attend.wordly.ai/join/TYGD-6737>

Step 2

Choose Language
 Click Attend

Step 3



Read Captions on Device
 Use Headset for Audio

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Evaluation + QR Code

- Eval QR Code to be provided by 7/21
 - Include in your final slide deck
 - Mention verbally at end of session
- Result link will be emailed in late August

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Speaker Expectations

- **USE THE MICROPHONE – AT ALL TIMES!**
- Deliver on your promise! Attendees evaluate accordingly.
- Engage attendees, encourage interaction
- Be inclusive, safe and welcoming
- Begin and End on time!

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Attendee Info

OVER 2750
REGISTERED

75-150 AVERAGE
SESSION
ATTENDANCE

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Questions?

Megan Denhardt, CAE

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- Text is best Aug 6-14, 2024

