



2020 ASUG Annual Conference: Speaker FAQ

What are my responsibilities at the conference?

Show up to your session room early and facilitate your session. You can find the date, time, and location of your session in the ASUG session catalog.

We will have a Speaker Lounge in the S330 corridor on the third floor of the south concourse. Please stop by to check in, prepare for your session, and ask any last-minute questions.

Hours:

- **Monday, May 11 (Pre-conference):** 2:00 p.m. – 5:00 p.m.
- **Tuesday, May 12:** 9:30 a.m. – 4:00 p.m.
- **Wednesday, May 13:** 9:30 a.m. – 5:00 p.m.
- **Thursday, May 14:** 9:30 a.m. – 4:00 p.m.

You can also visit the ASUG Hub located on the show floor to network with other ASUG staff and members of the ASUG community and to learn more about what else is happening at ASUG and Eventful Conferences.

How much time do I have for my session?

You will have 40 minutes for your session. When planning your presentation and building your slide deck, keep in mind that this time should include the following:

- Introducing yourself, any co-presenters, and an overview of the presentation agenda
- The entirety of your presentation
- About 5-10 minutes for Q&A

In order to maintain the flow, we do ask that you have a hard stop at 40 minutes to clear the room for the next session's presenters so they may have the same opportunity to arrive early and set up for their presentation at the top of the hour.

For continued conversations after your session, speakers and attendees may relocate to the S320 corridor near the presentation rooms.

What if I need to change something about my session? (i.e. speakers, title, abstract)

Please fill out our session update form to request any changes to your session.

It may take one to two business days to review and make your request. ASUG Education will confirm once the change has been made and reach out to you if there are any questions about your request.

As a reminder, your session was chosen based on the information provided at the time of the submission. See the Content Amendments section of our Speaker Terms and Conditions for more details about making changes to your session.

All registration invites will be sent according to our complimentary and discounted registration eligibility terms and based on the speakers on the session as of March 1. After that time, no speaker comps will be granted. Any comps will only be applied on a 1-out-1-in ratio. Any speakers that do not receive a comp will receive a discounted registration invite.

What are the AV details and setup for my session room?

Presentation Sessions

- HD Projection Screen
- HD Projector with Stand (5000 Lumens)
- HDMI Cable (for Projection)
- Laptop Computer
- HDMI A/B Switcher with Two HDMI Cables
- (2) 6-Outlet Power Strip with 25' Extension Cord
- Channel Audio Mixer
- Podium Microphone with Gooseneck
- Wireless Lavalier Microphone
- Wireless Handheld Microphone
- PCDI Laptop Audio Interface – allowing for laptop audio to be played via speakers
- Laser Pointer/Slide Advancer
- Flipchart with Pad & Markers

Roundtable Discussion

- No AV equipment is provided, as these sessions are meant to be more discussion based.
- There will be a flip chart provided for notes or visuals.
- The rooms are set up to be able to accommodate up to 30 attendees.
- Flexible and comfortable seating will be available to create a casual, open environment.

Will my presentation be loaded onto the laptop?

All session rooms will have laptops provided for your presentation, but the presentations will not be preloaded, so all speakers are required to bring their presentation with them to the session room on a USB drive.

When will I find out my session date and time?

Session date and time information will be available mid-March in the session catalog on the event website.



All session dates and times are subject to change., however, and all speakers should plan on being on-site at 2020 ASUG Annual Conference from May 12–14.

How can I share my presentation with my colleague/friend who is interested in attending?

Once content is live in the session catalog, you will be able to link directly to your session. You can find additional information on promotional materials and social media sharing suggestions higher up on this page.

Where/How do I submit my presentation slide deck?

We have two separate submission deadlines with two different places to submit your presentation slide decks.

1. **Slide deck drafts:** As a PowerPoint (.ppt) file, submitted to our review portal by April 1.
2. **Final slide decks:** As a PDF sent to speakers@asug.com by May 1.

Slide decks should be submitted using the 2020 ASUG Annual Conference PowerPoint template.

SAP presenters are also permitted to use the standard SAP templates (these should be in the 16:9 format). Please incorporate the slides from the ASUG template regarding how to access the slide decks and the reminder to evaluate the session in the mobile app.

Will my slides be shared with attendees?

Presentation slide decks will be available to attendees through the event mobile app and published to the event website following the conclusion of the event. These will be shared only as PDF files.

SAP road map slide decks will not be published to the event website; attendees will instead be instructed to find the latest updates on the [SAP Road Maps Finder](#).

Can I distribute any materials to the attendees or have any sign-in sheets?

Please refrain from distributing marketing materials or pamphlets during your presentation.

Refrain from any badge scanning, sign-in sheets, or any other means of collecting attendees' information. We recommend that you share your contact information and invite them to reach out to you.



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How do I register for 2020 ASUG Annual Conference?

All speakers will receive a personalized email from registration@sapandasug.com inviting them to register for the conference and book their lodging. Details regarding the registration type (complimentary or discounted) will be included in the invite. Please refer to the Speaker Terms and Conditions' complimentary and discounted registration benefits for further details.

The speaker registration deadline is April 1, 2020.

Will my ASUG Annual Conference speaker pass give me access to SAPPHIRE NOW?

Yes, ASUG Annual Conference is held jointly with SAPPHIRE NOW.

What if I need to cancel my session?

We prefer that all cancellations be submitted via our session update form. You can also reach out to speakers@asug.com to make any cancellations.

Even if you have canceled your registration, please still let us know that you are canceling your session.

I have more questions that aren't answered here.

Feel free to reach out to ASUG Education at speakers@asug.com for any additional questions.