2017 TSUG Conference

Presenters and Moderators

“Let’s Get Ready”
The Steering Committee would like to **Thank You** for volunteering to help with the TSUG conference….whether it is as a Presenter or as a Moderator.

Your willingness to help is a big factor in making the conference a success!
Presenters and Moderators. . . . We would like to say Thank You by providing lunch on Monday.

The lunch will start at 11:50 after the early bird session on Monday in the Frisco 6 ballroom. Lunch will end at 1:00, which is the start of the first regular session.

The lunch will be very informal. . . .
. . . . a “come and go” event.
Presenter Packets

- Presenters...we ask that you pick up your Session Packet(s) during Monday’s lunch.
  --the packets are information only...these do NOT have to be returned to the Information Desk

- **Your packets have the ROOM listed on the information sheet. Please double check that this matches where you think you are supposed to be for your session!!!

- If you cannot make the lunch, you will need to pick up your packet(s) from the Information Desk.
REPEATING AGAIN THIS YEAR

SCANNERS for Session Attendance

- Attendance for the sessions will be done by scanning the attendee name badges.

- We will NOT be using sign-in sheets.

- Moderators.....we will have an informal training/refresher session on how to use these scanners.

  This training will be Monday at 9:00 at the Registration Table area.
Monday – Early Session

- Reminder....
  ...the Monday 10:00 session runs longer than the typical sessions. This session is scheduled for 10:00 to 11:50

  Presenters....plan your presentation accordingly

  Moderators....make sure you know the session end time (remind your presenter)
Handouts

- You need to have your handouts completed and sent to Barbara Benzaia on/by September 15.

- If you want to work off of a presentation template, please contact Kim Robinson (BUS) or Michelle Jordan (STU).

- The naming convention of your handout file needs to follow the title of your session in the program.

- Email your handout(s) to Barbara Benzaia at Barbara.benzaia@gmail.com on/by September 15 so she has time to get them on the website.

**Handouts are due September 15 (midnight)**
Database (deadline is Sept 15)

- You can access the web products by clicking on the following links:
  
  - STU:
    https://pbroker1.skyward.com:489/scripts/cgiip.exe/WService=11018web/seplog01.w
  - FIN:
    https://pbroker1.skyward.com:489/scripts/cgiip.exe/WService=11509web/seplog01.w
  
- If you have not already been sent a login try the following…
  username = your First Initial followed by your Last Name
  password = password
Database  (deadline is Sept 15)

- You can run the PaC client by logging into our Terminal Server using a Remote Desktop Client:

  - Server Name: cts.skyward.com
  - Login: skydb30
  - Password: TSUG-2017
You may get a security warning which can be bypassed by using the “Advanced” option in Chrome or by creating an exception in Firefox.

Once you have logged in please setup a unique security profile for yourself and use your initials on any data that needs to be retained for your session(s) such as batch activity, reports, etc…

For example: Report Title may be LK Budgetary Report or the batch number may be LK23. When creating or updating data for your session please do not change any item that has someone’s initials attached.

If you have an questions or problems, please e-mail Lois King at loisk@skyward.com.

Again….reminder…the deadline to access the database is Sept 15
Technical

- Each room will have a laptop and a projector.
- The larger rooms will also have a microphone.
- An installation of Skyward will be on each computer. (refer to the database info)
- A label will be on the tablecloth of the table with the laptop and projector containing the following information:
  --- phone number of Tech Crew
  --- username and password of computer
- **Bring along a reminder of the Skyward username and password that you created when you set up your examples in the database.**
- If you have a technical issue, who do you contact??
  --- The names and their contact information will be on the “table label”.
- The internet setup account information will be on the table label as well.

**Note:** Be careful of the projector - it is hot and will melt anything you put against it
We are again using alarm cables on the laptops and projectors.

There will be an alarm cable attached to the computer and a second attached to the projector.

If you are using your own laptop for your presentation, the cables should be long enough so you will be able to move the locked laptop out of the way.

Just make sure you do not yank on the cable or move the laptop/projector too roughly.

**If the alarm cable is disconnected or cut.... an audible alarm will sound. Please be aware of the cable so no one “accidently” sets one off. If the alarm does go off....contact one of the TSUG Technology Crew to turn it off. (refer to table label)**

**Overnight:** We are also going to repeat what we did last year. We will be able to lock the two registration areas. So if there is anything that a presenter may need/want to lock up overnight we can.
Emergency Information

- The nurses are located in Frisco 9 this year
- We will have a Nurse cell phone number on the label on the table
Onsite Registration Procedures

- Attendees registering onsite….everything will be done online. No paper schedules will be printed/handed out.

- The name of the ‘onsite registrants’ should appear on the session rosters. Their name badge will be scanned along with the other attendees of that class.

Class (CPE/TASBO) Credits

- Presenters, if you are asked, you need to know that credit can only be earned if the attendee is REGISTERED in the session in their Cvent Registration account.

- All attendees will have their name badge scanned for attendance even if they registered late. So any attendee whose name badge is scanned will give them credit for that class.
The hotel has made the following request:

*If we move chairs from one conference room to another room, please put those chairs back in the original room after the session is over.*
**Miscellaneous**

- Double check the room where you are presenting.
- Log in to the laptop and test your database adjustments/examples/scenarios to make sure all looks good.
- Recommend that you do this Sunday afternoon or early Monday morning before the first session starts at 10:00.
- Let a TSUG Steering Committee member know if you find any issues!!

- Bring an electronic copy of your presentation in different formats as a just in case ---- I always email my presentation to myself and then also save the file to a flashdrive.

- Allow for questions at the end of your session. But be aware of time so you do not interfere with the next presenter setting up for their session.
- At the end of your session.....move any conversations to the hallway so the next presenter can get set up.

- Ask your moderator to watch the time for you.
  Have them give you a signal when there are 15 minutes remaining and then 5 minutes remaining.
Miscellaneous

- Make sure you have completed the conference registration by September 15.
  (especially if you are presenting a session or moderating….Sept 15 is the end of the early bird rate)

- **When you sign up for classes…..ADD YOUR CLASS to your schedule. Both Presenters and Moderators need to do this.**

- The conference schedule will be posted on the TSUG website as we get closer to the conference.
  - **check this for up to date information**
In the mobile APP... after you register for your class, add a NOTIFICATION REMINDER of your class.

If you find you are not able to fulfill your presentation commitment, you must notify the TSUG steering committee prior to the conference.

If you are not able to present or if you miss your conference session, consequences will apply such as but not limited to loss of discount, registration fees, etc.
Presenter Tips

- It is okay to say that you do not know the answer to a question, but do offer to talk with Skyward to get that answer.
  
  **Then create a follow-up document that recaps that question with the answer. Email that document to Barbara so she can upload this to the TSUG website.**
  
  **You may also want to remind your class about the “Think Tank” lab staffed with Skyward Support. This is located in Shawnee Trail.**

- Do not allow an attendee question to dominate and re-direct your presentation. Offer to talk with that attendee after the session.

- Identify 3-5 key ideas that you want all attendees to take away from your session. Keep that as your focus throughout your session. It also makes a good end of session summary.
The role of the Moderator is very important.

Having a moderator in the room allows the presenter to focus on being their best for the attendees in the session!

At the **BEGINNING** of the session:
- make sure attendees have been scanned in
- all name badges scanned
- distribute any handouts

**DURING** the session:
- pay attention to what is going on in the room
- be proactive when problems arise
- is the microphone working
- does the door need to be closed because of hallway noise
- distribute handouts to late comers
- watch the time for the presenter
- let the presenter know when there are 15 minutes left in the session

Moderators - please **stay** until the **END** of the session

The Tech Crew will roam from room to room checking on everyone. They will have TSUG shirts on.
***Don’t Forget ***

Presenter and Moderator Lunch

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Again….we want to **Thank You** for choosing to be a Presenter or to be a Moderator!

Your willingness to help and serve during the conference is very much appreciated.

You are a very large part of what makes the TSUG conference such a success!!