



SBC 2026

Speaker

Orientation



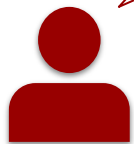
During this webinar, you can:

**Download the
presentation**
"Handouts" tab

**Ask questions
at any time**
"Q&A" tab

**Engage with
others!**
"Chat" tab

**The recording of this webinar will be
posted on the SBC website**



**FUELING
FEDERAL
ACQUISITION**

Thank You Brass Sponsors



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ACQUISITION

Meet Today's Presenters



Ann McLeod, CEM, CAE
Senior Director,
Engagement
SAME National Office



Belle Febbraro
Associate Director, Education
SAME National Office



Chuck Baker
AV Technician
AVFX

Have you presented at an **SAME** event before?

- a) YES
- b) No, this is my first time
- c) I'm not speaking, I'm here to tell my boss what to do
- d) What is SAME?



What's Covered in Today's Webinar

1

Roles & Responsibilities

2

Presenter Resources

3

Presentation Requirements

4

Polling Your Audience

5

Conference Highlights

6

Reminders

Roles & Responsibilities

What SAME Will Do



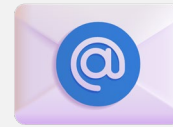
Make sure you
have everything
you need

***To make your
session
outstanding!***



Check through
your draft
presentations

***They are due
October 8!***



Remind you of
deadlines

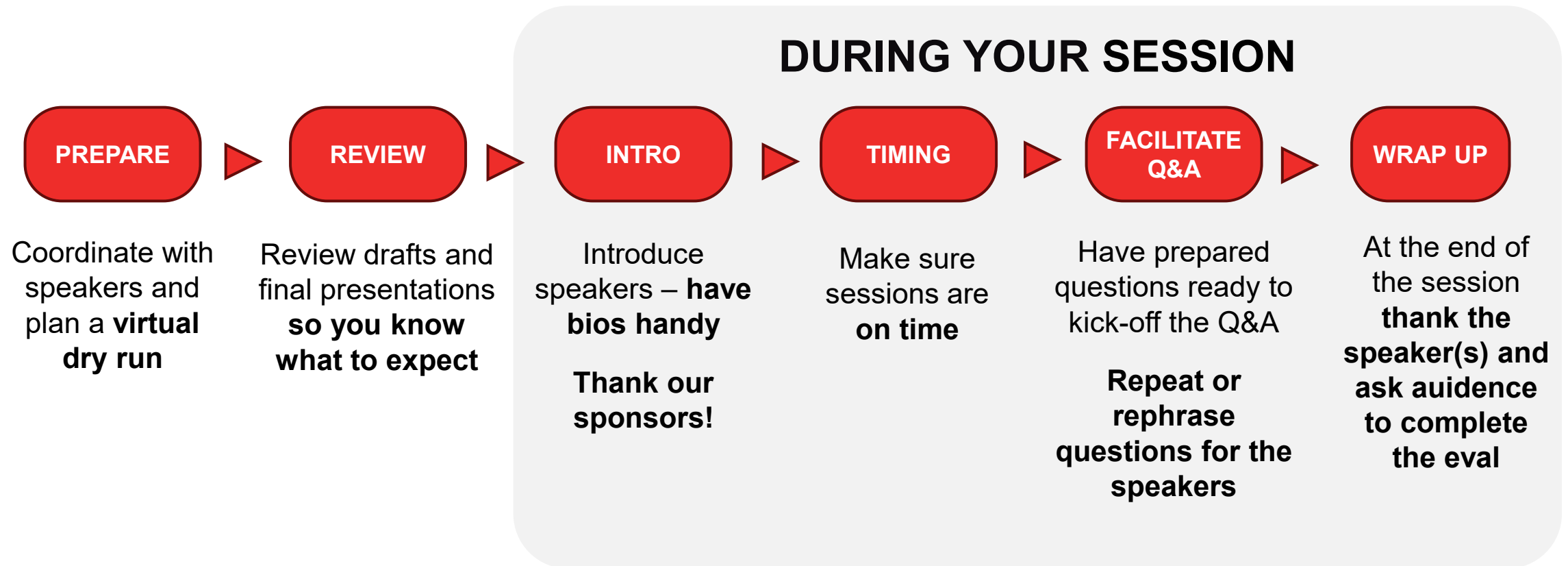
***Yep, you'll
receive several
more emails
from us!***



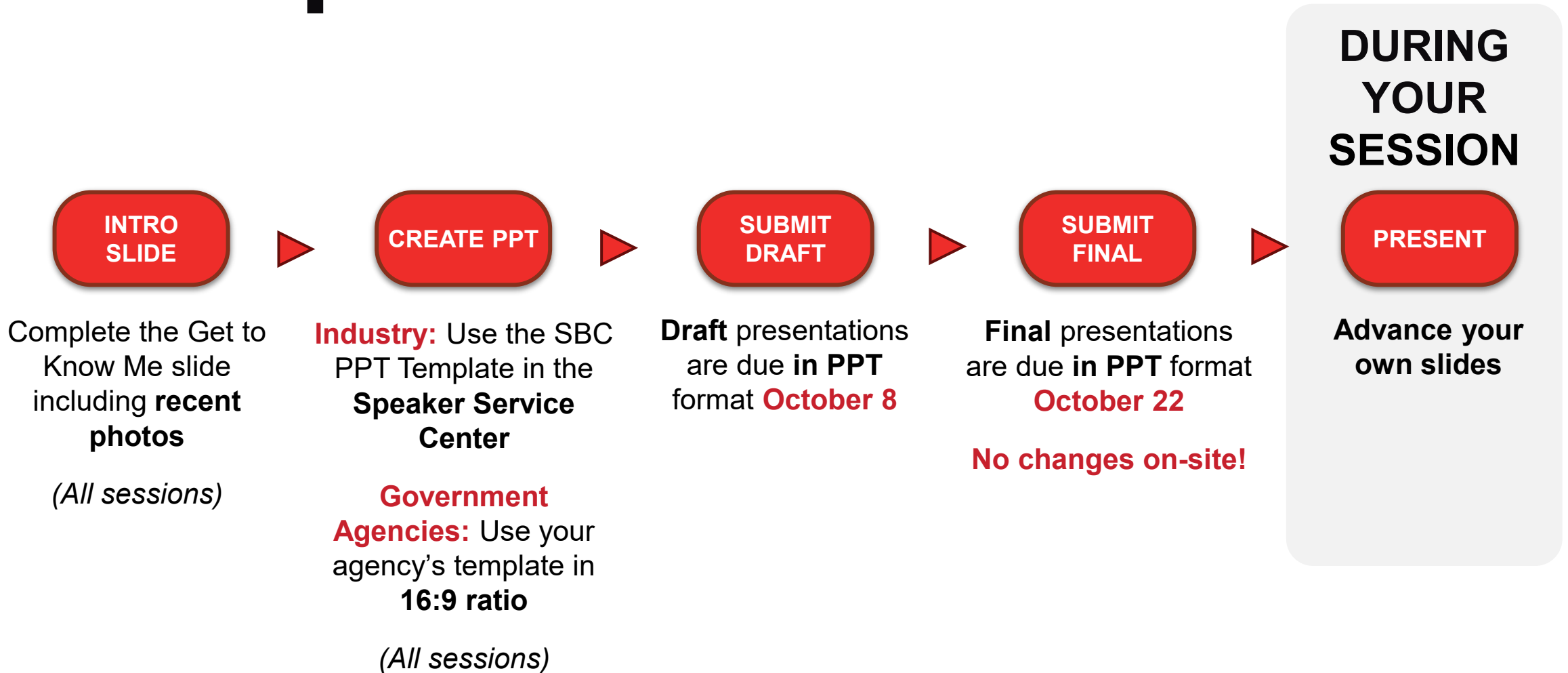
Do quality control,
add informational
slides, merge all
speakers' slides

***Finalize and
synchronize your
presentations!***

What Moderators Will Do



What Speakers Will Do



What Everyone Needs To Do

✓ Register for SBC

The speaker newsletter emails **ARE NOT** a registration confirmation

✓ Make hotel reservations

The block is almost full!

✓ Attire

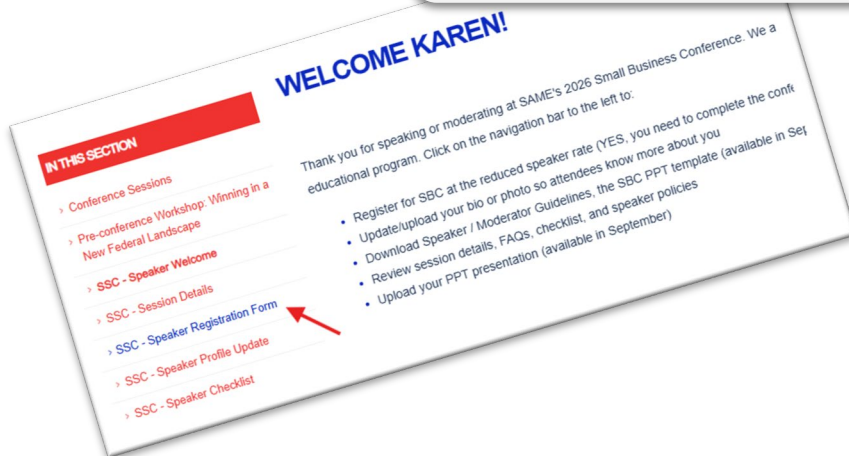
- **Uniformed Service:** Class A / service dress on day you are speaking
- **Civilian:** Business or business casual

✓ Meet the deadlines

✓ Update your bio and photo in the SSC

✓ Communicate

With us (SAME staff), your moderator, and other speakers in your session(s)!



Promote Your Participation!

Create a LinkedIn post using our Marketing Tools



The link to create a customizable post, including our SBC graphic, can be easily found in:

- [Registration Confirmation email](#)
- [Attendee Service Center](#) welcome page
- [Speaker Service Center](#) welcome page
- [SBC Marketing Tools](#) web page





**Let's pause for your
questions**

Presenter Resources

Speaker Service Center (SSC)

Information Central



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SPEAKER SERVICE CENTER

Welcome to the 2026 SBC Speaker Service Center (SSC)!

An email with login information has been sent to speakers and moderators.
If you did not receive your invite, please send an email to sessions@same.org

Log in an access important information to make your speaking engagement at SBC a success.

Join us for the Speaker Orientation Webinar on September 29, 3:00-4:15 p.m. [Register now](#) to add it to your calendar.

PLEASE SIGN IN

Email:



Password:



Sign In

[Forgot Password?](#)

<https://www.samesbc.org/ssc.cfm>

Speaker Ready Room (SRR)

Check in with us before your session

LOCATION

Room E212

HOURS AVAILABLE

- Wednesday, Nov 4 8:00 AM – 5:00 PM
- Thursday, Nov 5 8:00 AM – 5:00 PM
- Friday, Nov 6 8:00 AM – 12:00 PM

CHECK-IN

30 minutes before
your session... *so we
know you are on-site!*

PURPOSE

1

To answer questions
about your session

2

To meet your moderator
and/or co-presenter(s)

3

To preview your presentation
and practice with your
moderator or co-presenter(s)



Sessions

Logistical Notes

RECORDINGS

Sessions will be recorded and the audio synched to slides

ROOMS

Session rooms are pre-set and **cannot** be changed

TABLE & CHAIRS

Set for the number of speakers on your panel

EQUIPMENT

- **Podium** – on stage with the head table
- **Laptop** – your presentation will be uploaded and ready to go
- **Slide Advancer**
- **Microphones** – 1 on podium, 2 wireless on head table, 2 floor mics for Q&A



**Let's pause for your
questions**

Presentation Requirements



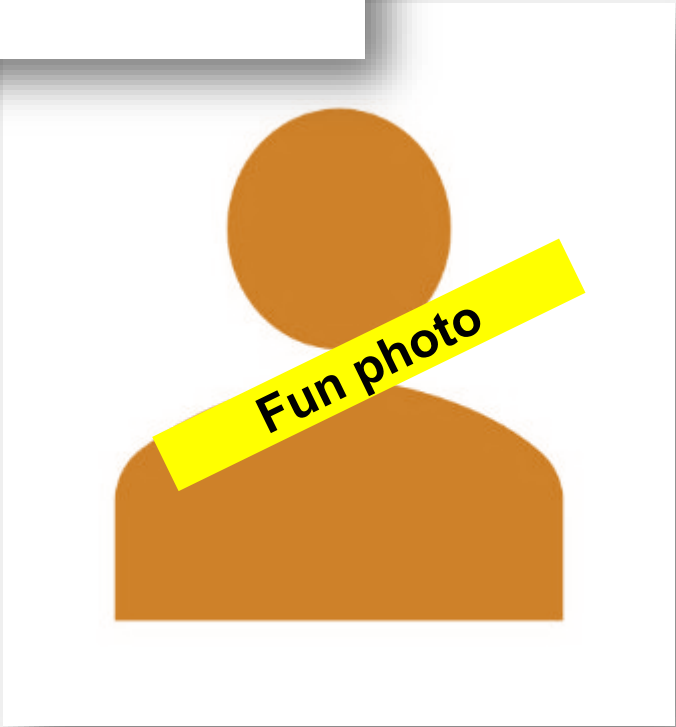
Name

Org/Company

Title

Please, insert a headshot and a fun photo or 2 to the left and complete the information below (or add your own fun categories). Delete this box when done.

Get to Know Me



GREW UP IN:

- Answer

**CURRENTLY
BINGE- WATCHING
or READING:**

- Answer

**PROUDEST
ACCOMPLISHMENT:**

- Answer

BIGGEST FEAR:

- Answer



Presentation Requirements...

Mega & Business Opportunity Sessions

- Use your **Agency PPT** template
- Slide Size: 16:9
- Upload through the SSC

MODERATORS WILL:

Review draft presentations and **provide helpful direction** regarding what Industry is looking for.

Coordinate a **call with speakers** after drafts are submitted (check the **Speaker Service Center**):

- Discuss room layout
- Determine speaker order
- Collect/create the Get to Know Me slides
- Determine how the Q&A will be conducted

FINAL presentations are due Thursday, October 22



Presentation Requirements...

Education Sessions

Use the SBC
template in the
Speaker Service
Center

Upload through
the SSC

Check to see
who is your
Moderator

They are there
to support you!

MODERATORS WILL:

Coordinate a **call with speakers** after
drafts are uploaded (check the
Speaker Service Center):

- Determine speaker order (if more than one speaker)
- Collect/create Get to Know Me slides
- Determine how the Q&A will be conducted

FINAL presentations are due Thursday, October 22



Presentation Requirements...

IGE Sessions

Use the SBC
template in the
Speaker Service
Center

Upload through
the SSC

Check to see
who is the
Facilitator

They are there
to support you!

FACILITATORS WILL:

Coordinate a **call with panelists**
to go over the draft presentation
(check the **Speaker Service
Center**):

- Describe the session flow
- Discuss how the audience will interact
- Explain room set up

FINAL presentations are due Thursday, October 22



This should be the **LAST** slide of your presentation

The evaluation will collect feedback and provide direct input about **YOUR** session.



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conferences i/o



or browse to
SBC26.cnf.io

Let Us Know How We Did

Please take a few minutes to complete a brief evaluation about this session. Your feedback will help us improve future programming for SBC.

Building Quality Slides

The “5 C’s of Communication”

CLARITY

Use language that is simple and direct

CONCISION

Express ideas with a few words

COHESION

Connect slides in a clear order

COHERENCE

Everything on a slide should support one main point

CORRECTNESS

Follow standard grammar and spelling conventions

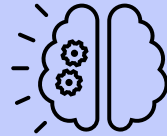
Adding Polls to Your Session...

Why it's encouraged



Active
Engagement &
Participation

***Foster learning
and interaction***



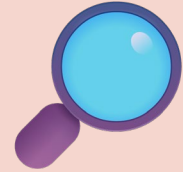
Real-Time
Comprehension
Check

***Gauge
understanding
and adjust
accordingly***



Improved
Discussions

***Use as a
starting point
for dialogue***



Assessment &
Feedback

***Learn what the
audience thinks***



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Presentation Breakdown

Industry Speakers

Use the SBC Template

Government
Speakers

Use YOUR Agency Template (Widescreen - 16:9)

ALL Speakers

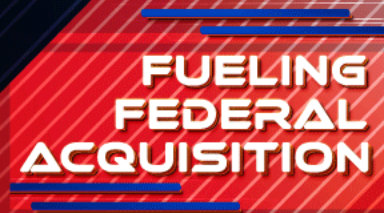
Complete the *Get to Know Me* Slide

Moderators

Communicate speaker order to SAME

Pop Quiz: When is the **final** PPT due?

- a) October 8
- b) October 22
- c) I'll bring it to SBC with me
- d) What PPT?



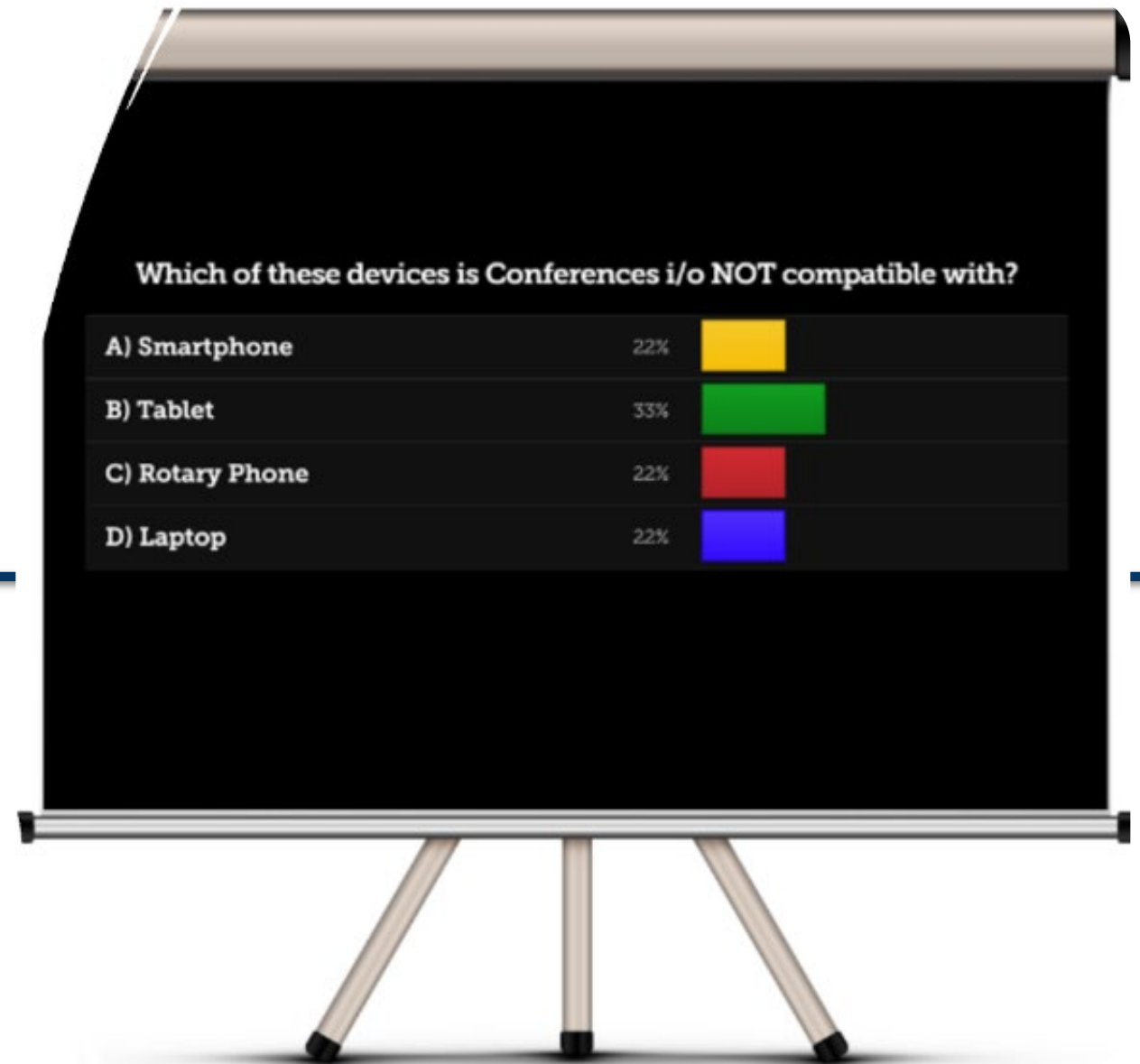


**Let's pause for your
questions**

Polling Your Audience

Your Polling Slides Will be Created Using Conference I/O

It uses mobile devices as the user interface to poll the audience



If using polls, add this slide before the first poll



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Get Ready for a Poll

conferences i/o



or browse to
SBC26.cnf.io

**To participate, use
your mobile device:
sbc26.cnf.io
or scan the QR Code**

- Search for session: **Enter Session Name**
- When I advance to the next slide, the poll will show on your device.

**Add your
session title so
attendees can
find your
session quickly**



Creating Polls

Open-ended question options

WORLD CLOUD

What's your favorite Jeff Goldblum quote?

about against breaks bucket caribbean change checkmate clever clock cold come comes computer countdown cry dad day didnt dont down earthlings eat efforts fat finds fly forget gave give goes goodbye hey hope hours humanity ideas ill ive john lady laughs life like loaded look lovely man matter must never obsessed once oops over own part pirates position power preoccupied radio really reclining right satellites scientists seats signal something special stop strategically strike surpass synchronize take talented technology that theyre thing think this thoughts timing told tourists travel using virus was weekend were when whether will without working yeah years yes young your

WORDLE

What's your favorite Jeff Goldblum quote?

dad really satellites john right strike ideas cry special power young once hey checkmate laughs theyre day timing gave when down think working signal your pirates told that yes your fat will hours year weekend fly whether must in over part finds virus humanity change seats take matter something eat life without thing like computer radio thoughts using man stop talented lady oops tourists were

LIST

What's your favorite Jeff Goldblum quote?

Remind me to thank John for a lovely weekend.

Hey, take a look at the earthlings. Goodbye!

Life finds a way!

Forget the fat lady! You're obsessed with the fat lady!

Yeah, but John, if The Pirates of the Caribbean breaks down, the pirates don't eat the tourists.

They're using our own satellites against us. And the clock is ticking.

This thing comes fully loaded. AM/FM radio, reclining bucket seats, and... power windows. Must go faster.

Life finds a way.

THOUGHT BUBBLES

What's your favorite Jeff Goldblum quote?

I love the ocean. Boats, not so much.

No matter how you travel, it's still you going.

It's like in chess: First, you strategically position your pieces and when the timing is right you strike. They're using this signal to synchronize their efforts and in 5 hours the countdown will be over.

What goes up must come down.

I'm working on something that will change the world, and human life as we know it.

I've had years to get us ready. We never had a chance.

When I look at you, I have hope that maybe one day our humanity will surpass our technology.

Checkmate... Yes, Yes, without the oops! My dad once told me, laugh and the world laughs with you, Cry, and I'll give you something to cry about you little

You're a very talented young man, with your own clever thoughts and ideas. Do you need a manager?

I gave it a cold? I gave it a virus. A computer virus. I was part of something special. I gave it a cold? I gave it a virus. A computer virus. Checkmate..

This thing comes fully loaded. AM/FM radio, reclining bucket seats, and... power windows. Must go faster.

Your scientists were so preoccupied with whether they could, they didn't stop to think if they should.

They're using our own satellites against us. And the clock is ticking.

Life finds a way.

I was part of something special. You really think you can fly that thing? Yes. Yes, without the

Follow these guidelines

- Use open-ended questions sparingly – the less people have to type, the better chance of a response
- Phrase them to promote short responses
- “LIST” and “THOUGHT BUBBLES” promote longer answers

Creating Polls

Multiple Choice / True-False Questions

CONCISION

**Keep questions
and answers
short**

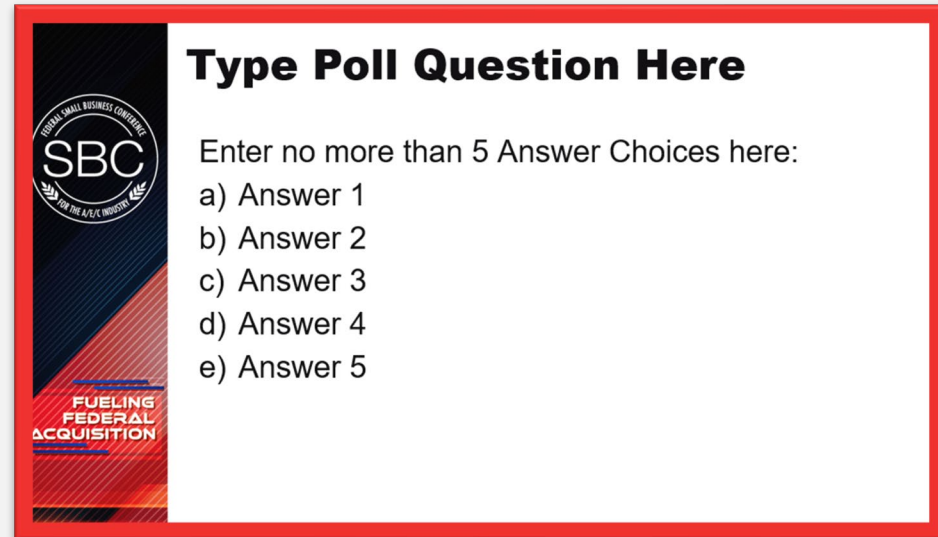
**Use a maximum of
5 multiple choice
answers**

You will get more responses if the audience doesn't have to do a lot of reading

IMAGES

Will not appear on active polling slides

USE THE POLL SLIDE TEMPLATE

A template for a poll slide. It features a red border. On the left is a vertical banner with the SBC logo (Small Business Conference) and the text 'FUELING FEDERAL ACQUISITION'. To the right of the banner, the text 'Type Poll Question Here' is displayed. Below this, a prompt reads 'Enter no more than 5 Answer Choices here:', followed by a list of five placeholder answers: 'a) Answer 1', 'b) Answer 2', 'c) Answer 3', 'd) Answer 4', and 'e) Answer 5'.

If there is a correct answer, make a note of it in the slide's "Notes" section

Creating Polls

Logistical notes

TIMER

Polls have a **30-second** automatic timer

SPEAKER READY ROOM (SRR)

Review your presentation in the SRR at **least 4 hours** before your session

Practice initiating the polls!



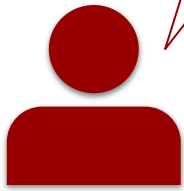
All polls must be included in your final presentation uploaded by Thursday, October 22

Any changes after October 22 must be made on-site in the SRR

We will NOT accept an updated copy of your presentation



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**Before we begin the
polling demo, please
scan this QR code.**

 **conferences i/o**



or browse to
SBC26.cnf.io



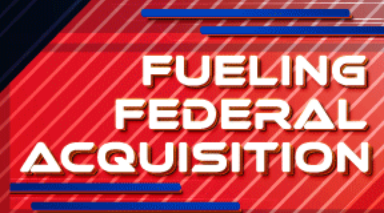
**FUELING FEDERAL
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POLLING DEMO



Will you use polls as part of your presentation?

- a) Yes
- b) Maybe
- c) Seems way too complicated

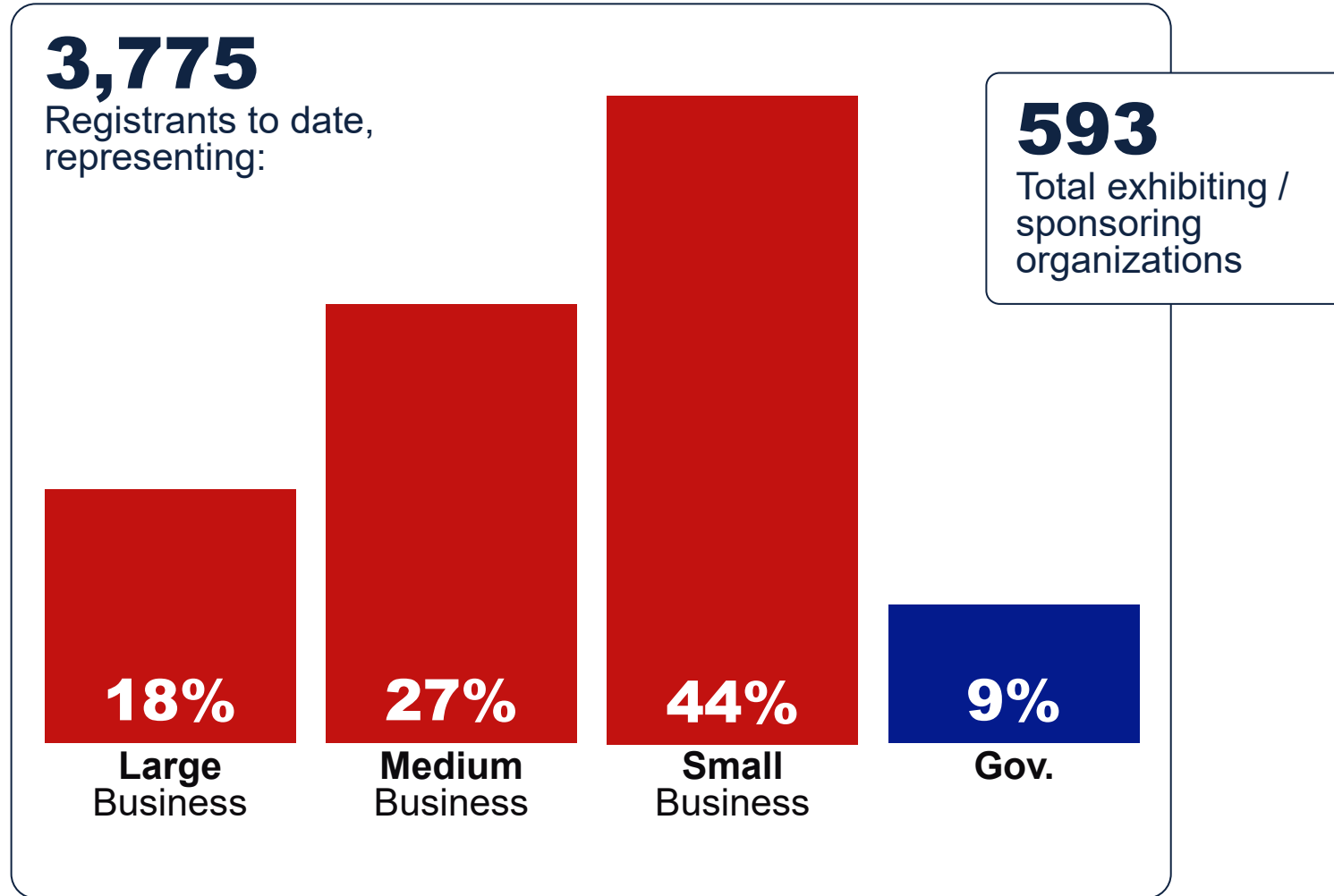




**Let's pause for your
questions**

Conference Highlights

Current Facts and Figures



General Sessions

WEDNESDAY **NOVEMBER 4**

8:30 AM – 10:00 AM

- Executive Leaders Panel

THURSDAY **NOVEMBER 5**

8:30 AM – 10:00 AM

- Keynote Speaker
- Small Business Awards

Sessions

PDH & AIA Credit

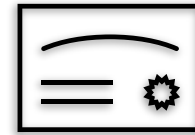


ALL Education and IGE Sessions carry **PDH credit**



Speakers can earn **twice the PDH credit** by teaching their session for the first time

Let us know if it applies to you



37 sessions carry AIA credit



Audio recordings of most sessions are available post-conference in the ASC

You may view and claim credits for these sessions

Session Tracks

Business
Growth
Strategies

From Policy to
Practice

On-Ramping to
Federal
Contracting

Spurring
Innovation and
Technology

Business
Opportunities

Mega Sessions

IGE Sessions

Specialty Programming

Pre-Conference Workshop (Tue)

- Winning in a New Federal Landscape (Tue)

Technical Tour (Tue)

- Inside an Energy Resilience Lab

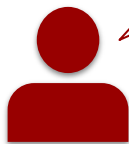
Building Bridges (Thu)

- Partnering with Indigenous Communities

Technical Tour (Fri)

- Inside the Jonas Federal Courthouse Transformation

Additional Registration or RSVP Required



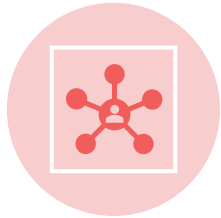
Matched Networking



15-minute
appointments



Located in the
Exhibit Hall



Hosts complete a
profile to get
matched with
attendees



Hosts are exhibitors
or government
agencies



Full conference
attendees can
request
appointments

Daily Networking Opportunities

RECEPTIONS

in Exhibit Hall

Wednesday

November 4

5:30 PM - 7:00 PM

Thursday

November 5

4:30 PM - 6:00 PM

LUNCH DAILY

in Exhibit Hall

Wednesday

November 4

11:30 AM - 1:00 PM

Thursday

November 5

12:00 PM - 1:30 PM

SNACK BREAKS

in Exhibit Hall

Wednesday

November 4

2:30 PM - 3:00 PM

Thursday

November 5

3:00 PM - 3:30 PM

FRIDAY MEALS

in Exhibit Hall

Breakfast

8:30 AM - 9:00 AM

Brunch

10:00 AM - 11:00 AM



Other Preparation Tools and Opportunities

E-Newsletters

- Attendee
- Speaker

Ready. Set. SBC Webinars

1:00 PM – 2:00 PM ET

1. **Recording:** A Practical Guide to Winning Federal Contracts
2. **Recording:** Creating a Killer Capability Statement to Communicate Value
3. **Recording:** Party of One: Maximizing SBC on Your Own
4. **October 1:** Small Team, Big Impact: Booth Best Practices for SBC

First Time Attendee Meet & Greet

November 3

5:30 PM – 6:30 PM

Already registered, email
registration@same.org to add it

Pre-Conference Webinars

Attendee Orientation

October 13, 2026, 3:00 PM – 4:15 PM



The SAME Events App

Available Now!

Search

- Attendees
- Exhibitors
- Speakers
- Sessions
- And more!

Get the Latest Updates

- Real-Time Event Updates
- Session Changes & Alerts
- Important Onsite Notifications

Itinerary Builder

Start building your schedule in the App or the ESC. Since they work together seamlessly, you can save can't-miss sessions, network with attendees, jot down notes, and claim PDH credits wherever it's most convenient.

SAME EVENTS



Download the SAME Events App!



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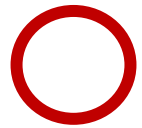
Getting Around the Charlotte Convention Center

CHARLOTTE CONVENTION CENTER

CHARLOTTE
CONVENTION
CENTER
300 South College Street

Convention Center Floorplan

Level 3



**Crown Ballroom -
General Sessions**

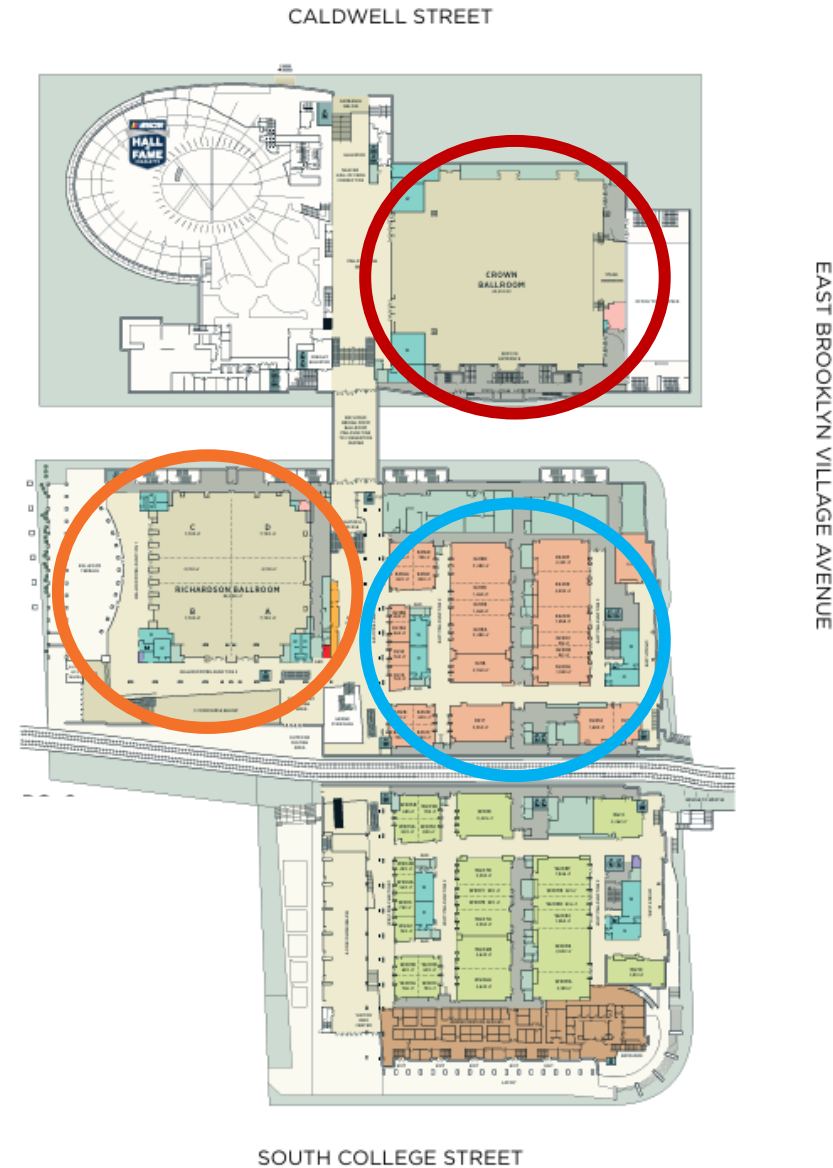


**Richardson Ballroom -
Mega Sessions &
Business
Opportunities**

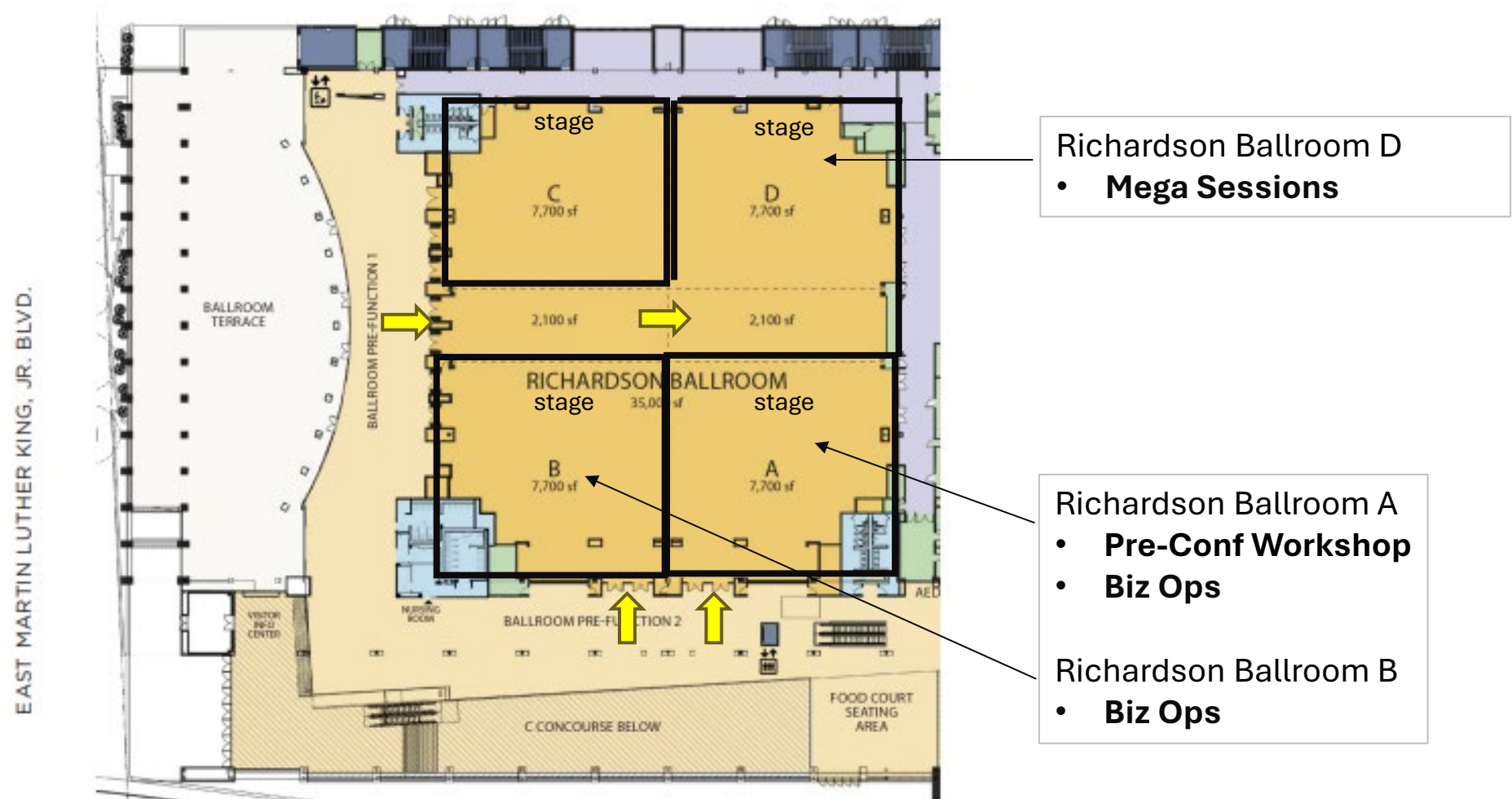


**East Meeting Rooms -
Education Sessions,
IGE Sessions, &
Business
Opportunities**

EAST MARTIN LUTHER KING JR. BOULEVARD



Richardson Ballroom
2nd Floor



East Meeting Rooms 2nd Floor

E216 CD – COI Mtgs
E216 AB – COI Mtgs

E219 CD – Spurring Innovation
& Technology

E219 AB – From Policy to
Practice

E218 – IGE Sessions

E217 – Biz Ops

E212 – Speaker Ready
Room



E220 EF – Building Bridges & IGE
Sessions

E220 CD – On-Ramping to Federal
Contracting

E220 AB – Business Growth
Strategies

To West Wing

Reminders

TODAY

(if you haven't done so)

- ✓ **Register**
- ✓ **Make hotel reservation**

OCT 8

Upload draft PPT presentation

OCT 22

Upload final PPT presentation

NOV 4-6

HAVE AN AMAZING SESSION!





Thanks for Listening!

Email sessions@same.org if
you have questions about
presenting at SBC

Now, let's draw for drink tickets!