

# SPEAKER ORIENTATION

Ann McLeod, Senior Director of Engagement, SAME

Belle Febbraro, Associate Director of Education, SAME

Chuck Baker, AV Technician, AVFX



# About this Webinar



**This webinar will be recorded**  
*It will be posted on the JETC website*



**A copy of the presentation can be downloaded**  
*Use the “Handouts” tab*



**You can ask questions at any time**  
*Use the “Q&A” tab*



**Engage with others!**  
*Use the “Chat” tab*

# BRASS Sponsors

*Thank you for your  
support of our speakers!*

INNOVATE FORWARD SAMEJETC.ORG

## Thank You Brass Sponsors for supporting the Education Sessions



ALLIANCE  
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40 years  
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scientific



S&B Christ Consulting, LLC  
A/E, Environmental, Asset Management & CM Services



**INNOVATE  
FORWARD**

# Have you presented at a **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?

# Meet Today's Presenters





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

## Get to Know Me



### GREW UP IN:

- Brooklyn NY & Westfield NJ

### CURRENTLY BINGE-WATCHING:

- Imperfect Women

### PROUDEST ACCOMPLISHMENT:

- Somewhat maintaining my sanity

### BIGGEST FEAR:

- Not having enough money in retirement



**Belle Febbraro**  
SAME National Office  
Associate Director, Education

## Get to Know Me:

### GREW UP IN:

- London, England

### CURRENTLY BINGE- WATCHING or READING:

- HI/JACK: Apple TV just came out with Season 2

### PROUDEST ACCOMPLISHMENT:

- My daughter

### BIGGEST FEAR:

- My daughter moving away to another country



2004

Now





**Chuck Baker**  
AVFX  
AV Technician



## Get to Know Me:

### GREW UP IN:

- Philadelphia, PA & Denver, CO

### CURRENTLY BINGE-WATCHING or READING:

- The Power of Now

### PROUDEST ACCOMPLISHMENT:

- Summiting 42 Colorado "14ers"

### BIGGEST FEAR:

- Getting too old to climb mountains.

# What's Covered on Today's Webinar

1

JETC 2026 Roles & Responsibilities

2

Presentation Requirements

3

Session Requirements

4

Presenter Resources

5

Polling Your Audience

6

Conference at a Glance

7

Reminders

# JETC 2026 Roles & Responsibilities

Who does what?





# Roles & Responsibilities...

## What will SAME do for you



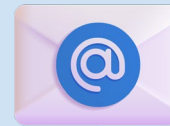
Make sure you have everything you need

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



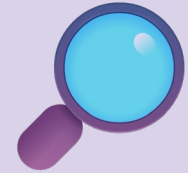
Check through your draft presentations

***They are due April 30!***



Remind you of deadlines

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

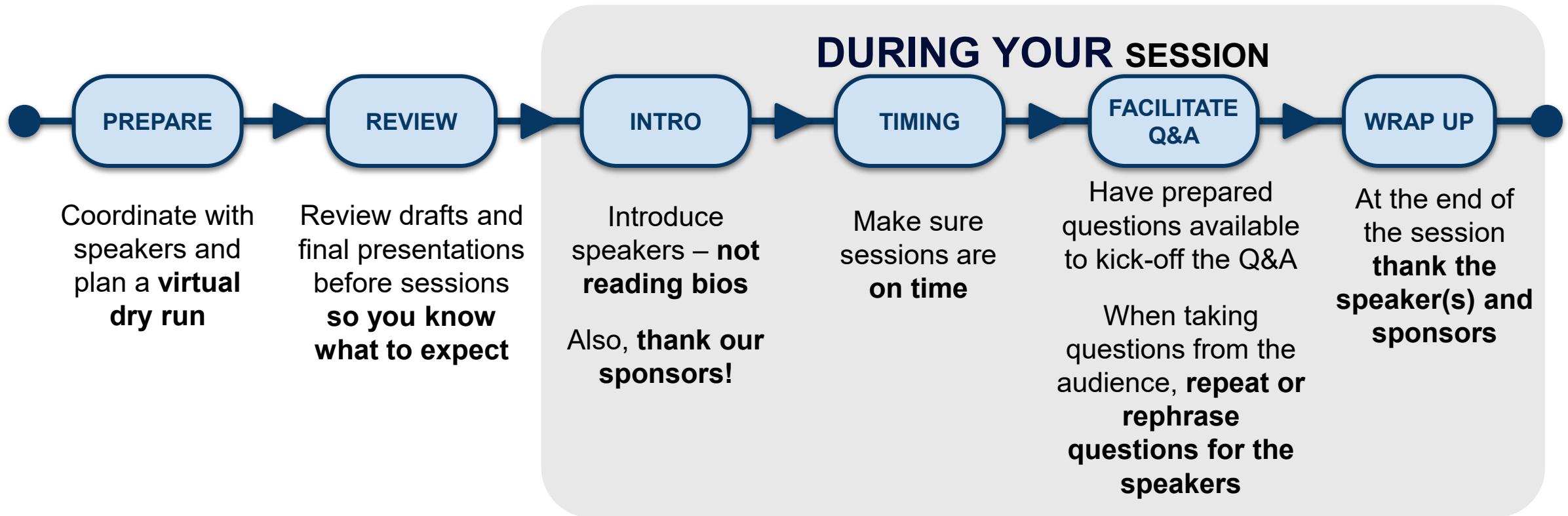


Do quality control, add informational slides, merge all speakers' slides

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

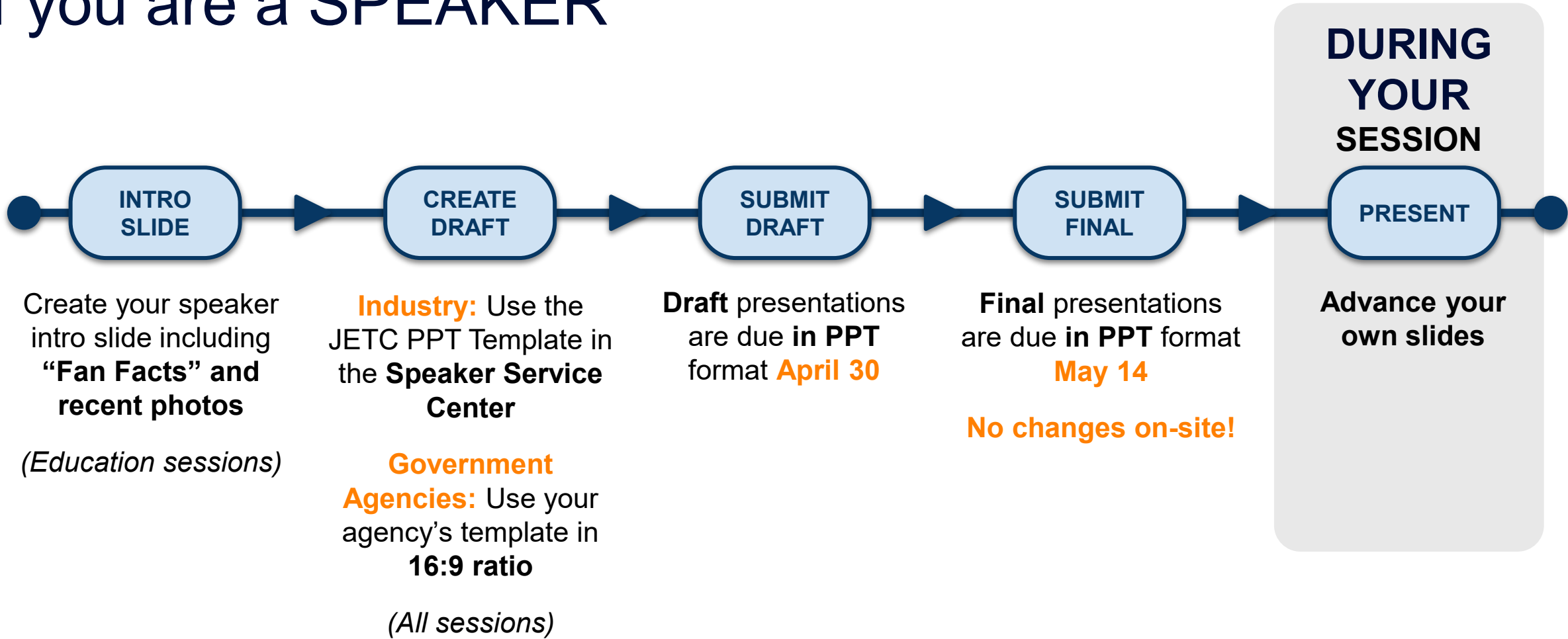
# Roles & Responsibilities...

## If you are a MODERATOR



# Roles & Responsibilities...

## If you are a SPEAKER



# Roles & Responsibilities...

## For EVERYONE

### ✓ Register for JETC

The speaker confirmation email **WAS NOT** a registration confirmation

*You must still register for the conference!*

### ✓ Make hotel reservations

*The block closes..tomorrow!*

### ✓ Meet the deadlines

### ✓ Update your bio and photo in the SSC

### ✓ Attire

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

### ✓ Communicate

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

# Promote Your Participation!

Create a LinkedIn post using our Marketing Tools

Michael D. Huffstetler, Assoc AIA, LEED AP, F.SAME  
Principal | Federal Programs Leader - DLR Group, 106th SAME Natio...  
[Visit my website](#)  
3w • 🌐

I'm excited about JETC 2026: Innovate Forward! Join me for mission essential training that supports SAME's mission and our members' purpose to [#BuildTheBond](#) between government and industry. Click ...more

Join Me for  
**Mission Essential  
Training at JETC**

 SAME Joint Engineer Training Conference & Expo MAY 19-21 2026 PORTLAND OREGON

**REGISTER NOW!**

Michael Huffstetler, Assoc AIA,  
LEED AP, F.SAME  
SAME National President  
DLR Group Federal Programs Leader

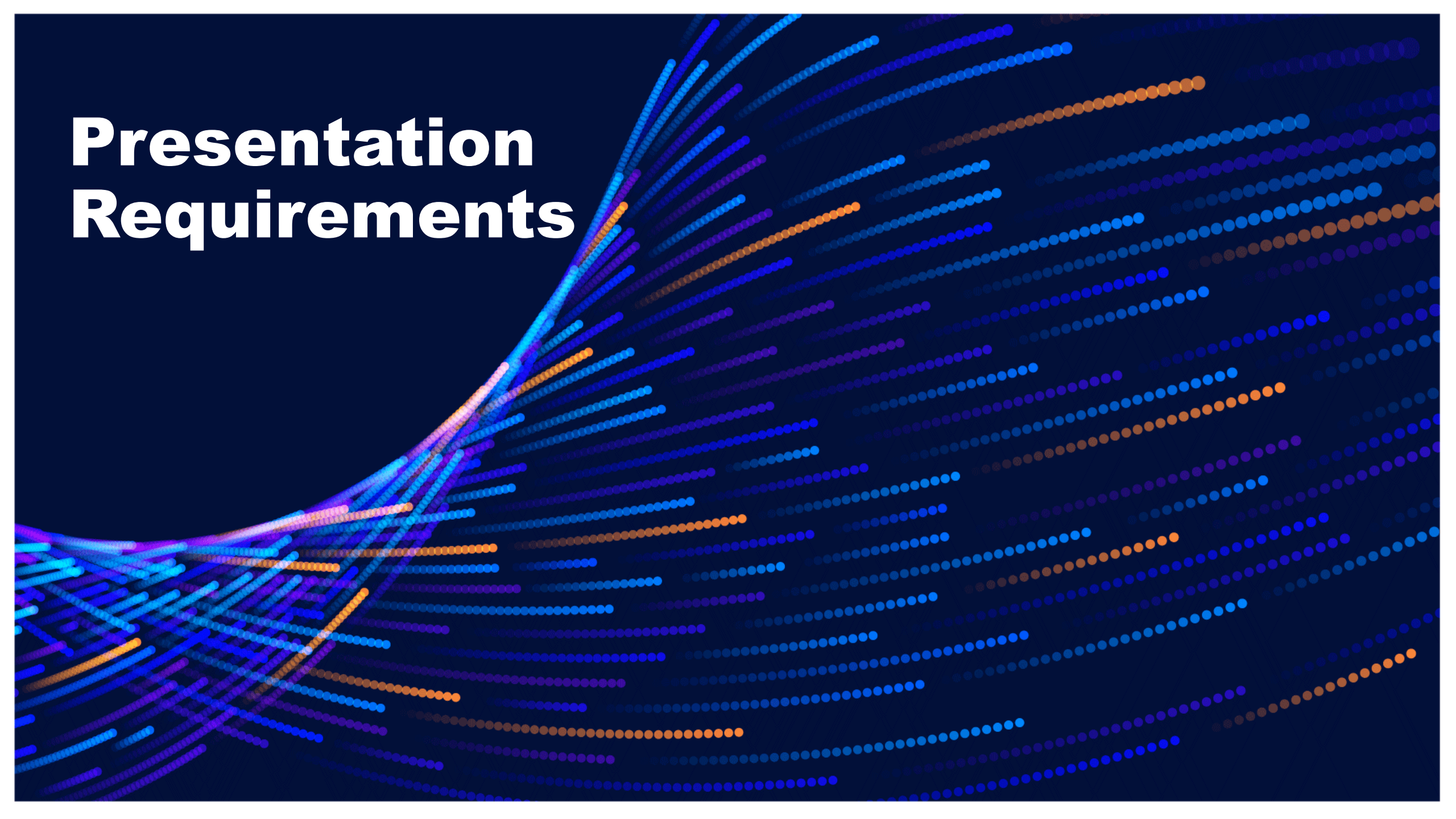
The link to create a customizable post, including our JETC graphic, can be easily found in:

- [Registration Confirmation email](#)
- [Attendee Service Center](#) welcome page
- [Speaker Service Center](#) welcome page
- [JETC Promote Your Attendance](#) web page

A large, glowing pink question mark is centered in the background. The question mark is composed of a thick, neon-like line that glows with a pinkish-purple hue. It has a classic shape with a curved top and a circular base. The glow is soft and diffuses slightly into the black background.

Let's pause for your questions

# Presentation Requirements



Please, insert a headshot and a fun photo or 2 to the left and complete the information below. Delete this box when done.



**Name**  
Org/Company  
Title



## Get to Know Me:

<b>GREW UP IN:</b>	• Answer
<b>CURRENTLY BINGE- WATCHING or READING:</b>	• Answer
<b>PROUDEST ACCOMPLISHMENT:</b>	• Answer
<b>BIGGEST FEAR:</b>	• Answer

# Presentation Requirements...

## Mega Sessions

### FORMAT

Presentations must be in **PowerPoint**

### TEMPLATE

Use your Agency's template, but slides **MUST BE 16:9**

### MODERATORS WILL

Review draft presentations and **provide helpful direction** to receive content most useful for the industry

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

- Explain room layout- comfy chairs
- Order in which you will present
- Collect/create the fun facts slides
- How the Q&A will be conducted

**FINAL** presentations are due: **Thursday, May 14**



# Presentation Requirements...

## Education Sessions

### FORMAT

Presentations  
must be  
**PowerPoint**

### TEMPLATE

**MUST** use the  
**JETC Template**

### SPEAKERS WILL

Check to see  
who is your  
**assigned  
moderator**

They are there  
for your support!

### MODERATORS WILL

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

- Order in which you will present
- Collect/create the fun facts slides
- How the Q&A will be conducted

**FINAL** presentations are due: **Thursday, May 14**

# Presentation Requirements...

## IGE Sessions

### FORMAT

Presentations  
must be  
**PowerPoint**

### TEMPLATE

**MUST** use the  
**JETC Template**

### Panelists WILL

Check to see  
your **assigned  
Facilitator**

They are there  
for your support!

### FACILITATORS WILL

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

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

**FINAL** presentations are due: **Thursday, May 14**



# Build Quality Slides

## Applying the “5 C’s of Communication”

### CLARITY

Use language that is simple and direct

*As simple as possible, but not more than that!*

### CONCISION

Express ideas with a few words

*As few as possible, but not more than that!*

### COHESION

Connect ideas within and between slides

*Follow a narrative thread!*

### COHERENCE

Ideas in a slide collaborate to make a unified point

*The main idea you want to communicate should be clear in your mind!*

### CORRECTNESS

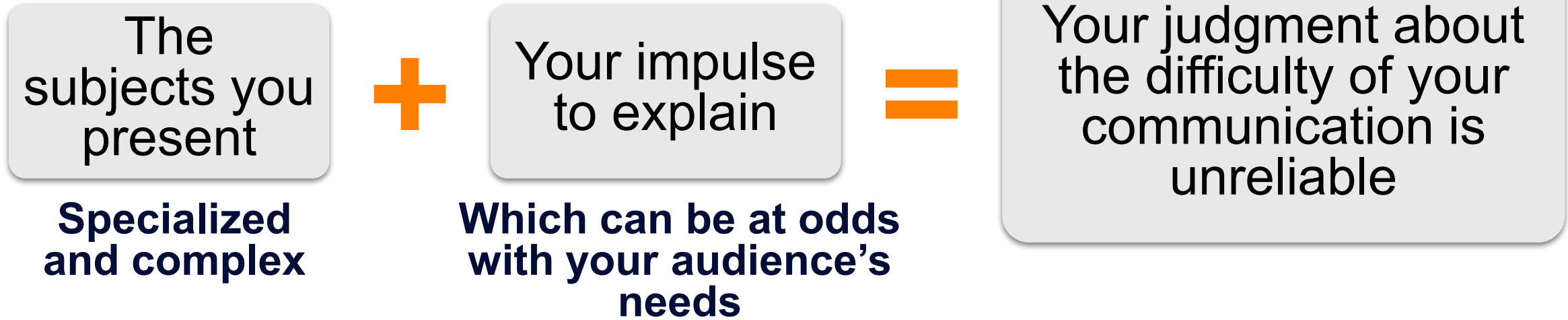
Follow norms and conventions of “Standard Edited American English”

*The audience will not congratulate you for your good writing, but will judge your misspelling and grammatical errors!*

INNOVATE  
FORWARD

# Avoid the Curse of the Expert

**Your valuable expertise can keep you from communicating effectively!**



*The “**curse of the expert**” is not an acute problem to be solved... but a **chronic condition to be managed!***

# Session Requirements



# Sessions

## Logistical Notes

### **RECORDINGS**

Sessions will be recorded with the audio synched to slides

### **ROOMS**

Sessions rooms are pre-set and cannot be changed

### **PODIUM & CHAIRS**

They will be set for the number of speakers

### **EQUIPMENT SUPPLIED BY SAME**

- **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

# Sessions

## PDH & AIA Credit



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

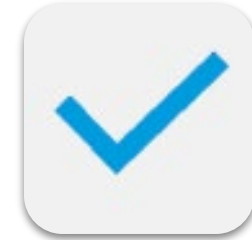


**Speakers** can earn **twice the PDH credit** by teaching their session for the first time

*Let us know if it applies to you*



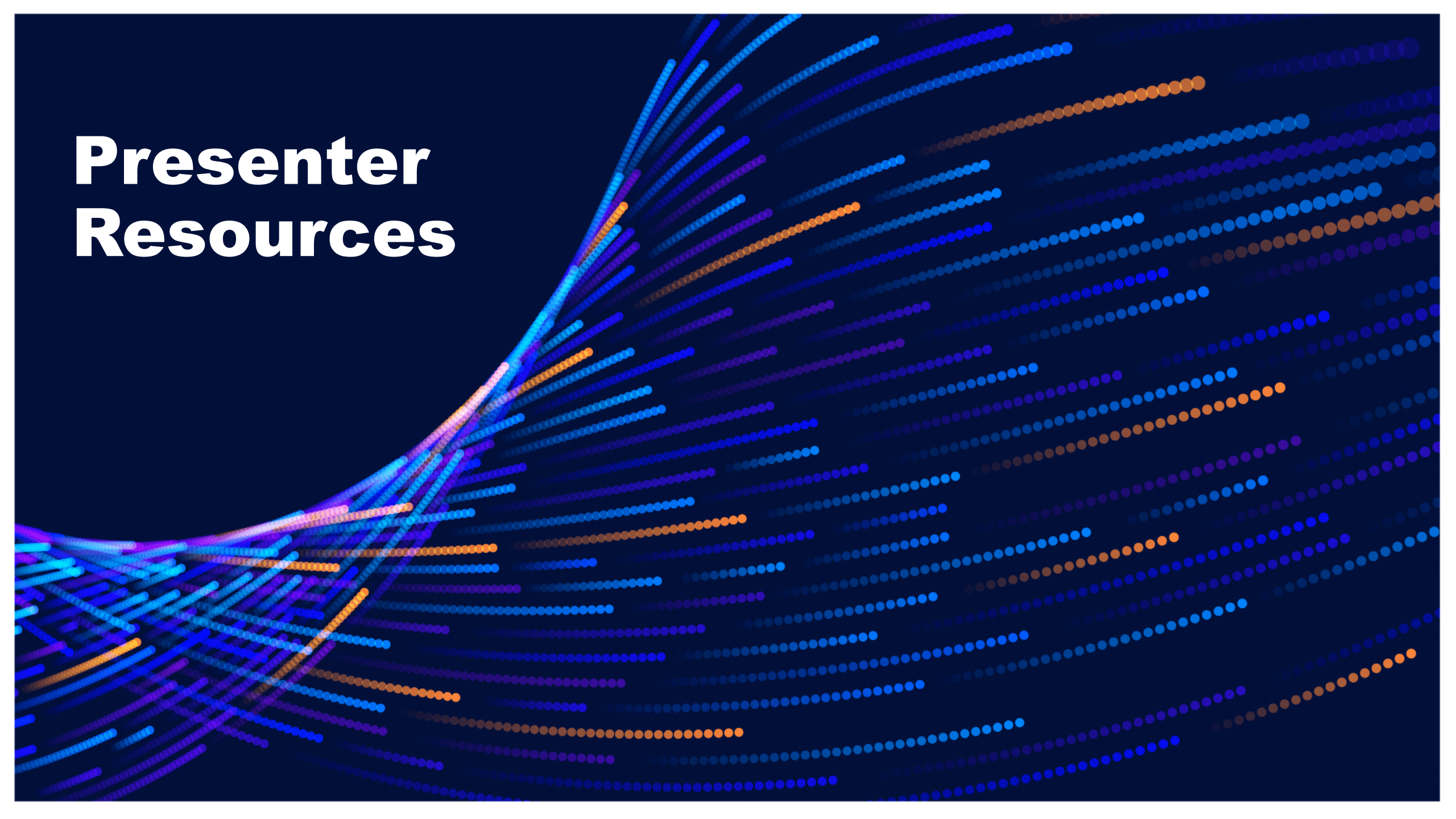
**62 sessions** carry AIA credit



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

*You may view and claim credits for these sessions!*

# Presenter Resources



# The Speaker Service Center (SSC)

Is where you find useful information

## SPEAKER SERVICE CENTER

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](mailto:sessions@same.org)

**Speakers and Moderators, please use this Service Center to:**

- Register for JETC
- Access the PPT presentation template
- Update your Speaker Profile
- Check the details of your session
- And more...

We invite all speakers and moderators to attend the Speaker Orientation Webinar on April 21, 3:00-4:15 p.m. ET. You can register for this free webinar and add it to your calendar using this link: <https://www.bigmarker.com/same/jetc-2026-webinar-speaker-orientation>

### PLEASE SIGN IN

Email:

Password:

Sign In

[Forgot Password?](#)

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

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FORWARD

# The Speaker Ready Room (SRR)

Is where you check in before your session

## LOCATION

Room  
A107-109

## HOURS OF OPERATION

- Tuesday, May 19 8:00 AM – 5:00 PM
- Wednesday, May 20 8:00 AM – 5:00 PM
- Thursday, May 21 8:00 AM – 12:00 PM

## CHECK-IN

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

## PURPOSE

**1**

To answer questions  
about your presentation

**2**

To meet your moderator  
and co-speaker(s)

**3**

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

# Your SRR Support Team



**Belle Febbraro**  
*Associate Director,  
Education*



**Karen Offringa**  
*Education Coordinator*



**Sarah Feighery**  
*Program Manager*



**Patcy Calustro**  
*Sr. Staff Accountant*



**Mike**  
*Contract Support*




**Chuck**  
*Polling Tech*



**Michelle Exaros**  
*Session Monitor  
Co-Captain*



**Tracy Marcinowski**  
*Session Monitor  
Co-Captain*

A large, glowing pink question mark is centered in the background. The question mark is composed of a thick, neon-like line that glows with a pinkish-purple hue. It has a classic shape with a curved top and a circular base. The background is solid black, making the glowing question mark stand out prominently.

Let's pause for your questions

# Polling Your Audience





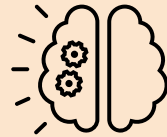
# Adding Polls to Your Session...

## Why it's encouraged



Active  
Engagement &  
Participation

*To foster  
learning and  
interaction!*



Real-Time  
Comprehension  
Check

*Gauge  
understanding  
and adjust  
accordingly*



Improved  
Discussions

*They can be a  
starting point  
for dialouge*

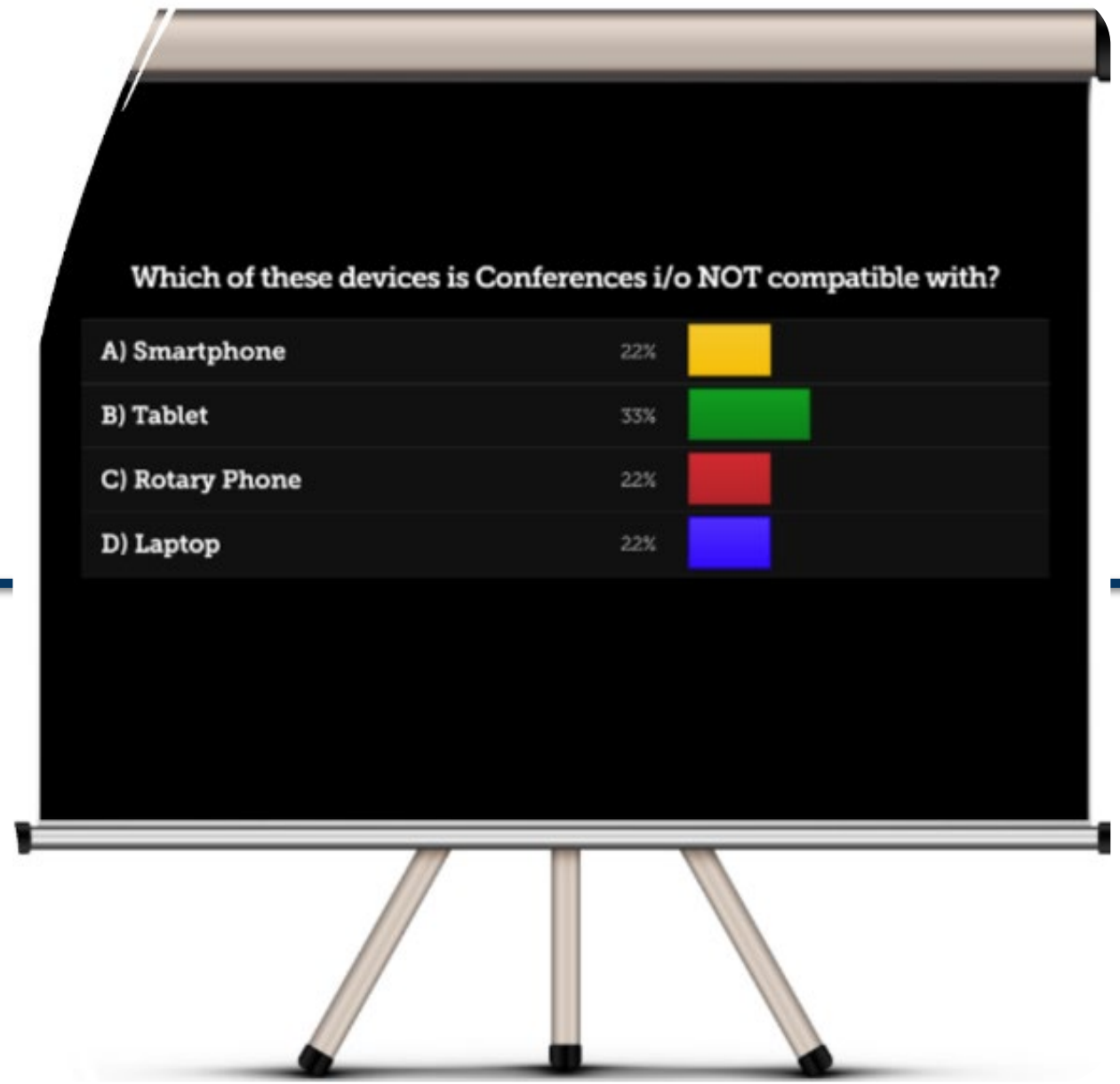


Assessment &  
Feedback

*Know how it's  
going!*

# Your Polling Slides Will be Created with “Conference I/O”

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

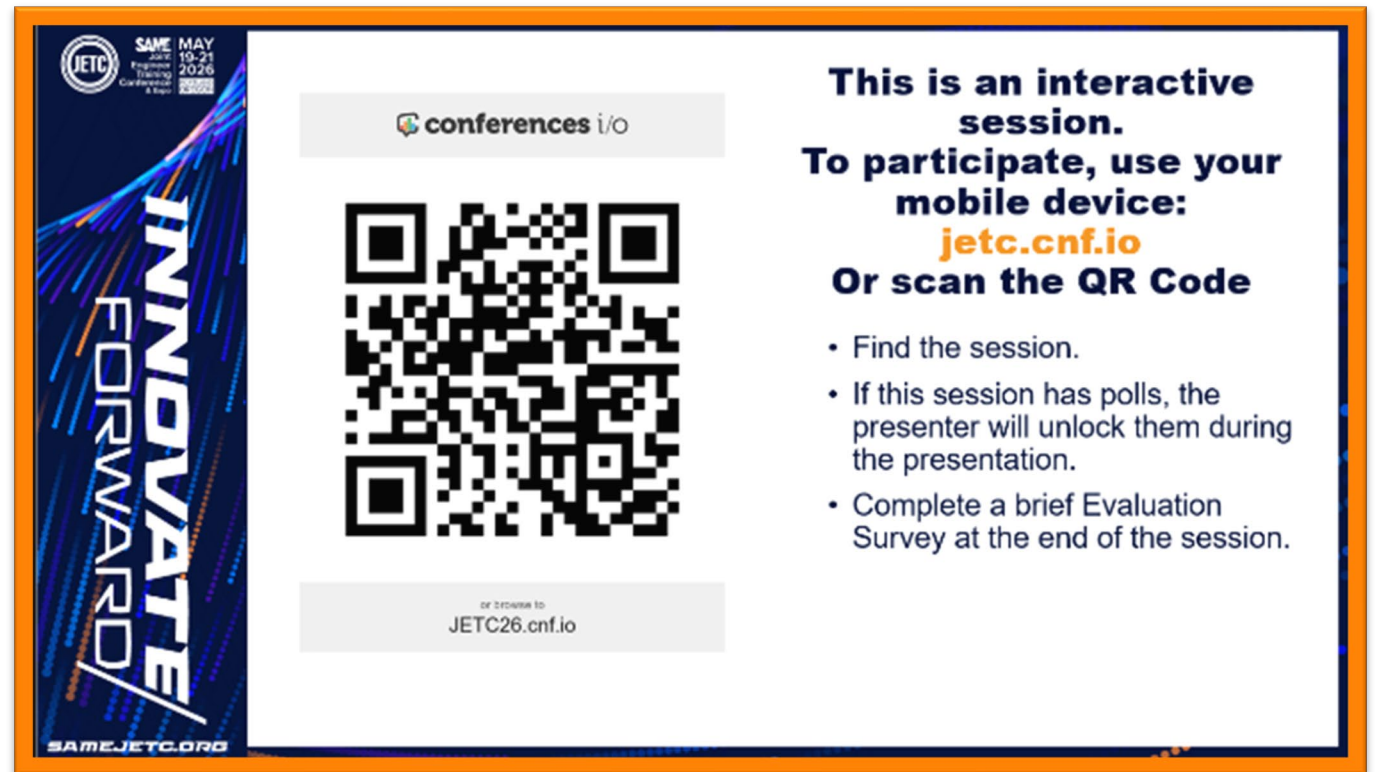



# If You're Using Polls...Add the Below Slide to your Presentation Deck

Place at the beginning of the deck AND before your Poll

## Placing the slide at the beginning of the deck:

- Prompts us to build the slide in the system
- Lets the audience know this will be an interactive session




 SAME Joint Engineer Training Conference & Expo MAY 19-21 2026 PORTLAND OREGON

**INNOVATE FORWARD**

SAME JETC.ORG

conferences i/o



or browse to  
JETC26.cnf.io

**This is an interactive session.**  
**To participate, use your mobile device:**  
**jetc.cnf.io**  
**Or scan the QR Code**

- Find the session.
- If this session has polls, the presenter will unlock them during the presentation.
- Complete a brief Evaluation Survey at the end of the session.

# Instructions for 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 working signal youre pirates told that yes your will hours think man stop using something part finds virus humanity change strategically thoughts lady oops look cold years were computer radio tourists

### 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.

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

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

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..

Life finds a way.

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

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

## Follow these guidelines

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

# Instructions for Creating Polls

## Multiple Choice / True-False Questions

### CONCISION

Keep questions  
and answers  
short

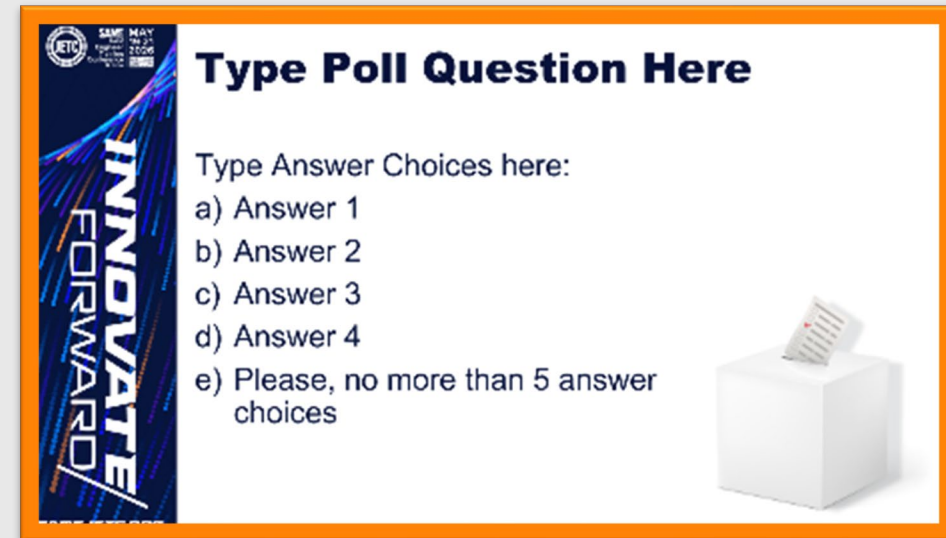
Multiple choice:  
use a maximum of  
5 answers

*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



**Type Poll Question Here**

Type Answer Choices here:

- a) Answer 1
- b) Answer 2
- c) Answer 3
- d) Answer 4
- e) Please, no more than 5 answer choices

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

# Instructions for Creating Polls

## Logistical notes

### TIMER

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

### SPEAKER READY ROOM (SRR)

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

*Practice initiating the polls!*

All polls must be included in your presentation uploaded to the SSC by: Thursday, May 14

Any changes required after May 14 must be made on-site in the SRR

We will NOT accept an updated copy of your presentation



Before we begin the polling demo, please scan this QR code with your mobile device.

We'll start the demo shortly.

 conferences i/o



or browse to  
JETC26.cnf.io

**This is an interactive session.**  
**To participate, use your mobile device:**

**jetc.cnf.io**

**Or scan the QR Code**

- Find the session.
- If this session has polls, the presenter will unlock them during the presentation.
- Complete a brief Evaluation Survey at the end of the session.

# **POLLING DEMO**



## Add the Below Slide to the END of your Deck

### Placing the slide at the end of the deck:

- Collects specific feedback on YOUR session
- Lets you (and us!) know how you did...this is the only way to get direct input on your session

**THANK YOU!**

Please take a few minutes to complete a short survey about this session. Your feedback will help us improve future programming for JETC.



**INNOVATE  
FORWARD**

# Will you use polls as part of your presentation?

- a) YES, I plan to
- b) I didn't think about it until now
- c) Seems way too complicated

A large, glowing pink question mark is centered in the background. The question mark is composed of a thick, neon-like line that glows with a pinkish-purple hue. It has a classic shape with a curved top and a circular base. The glow is soft and diffuses slightly into the surrounding black space.

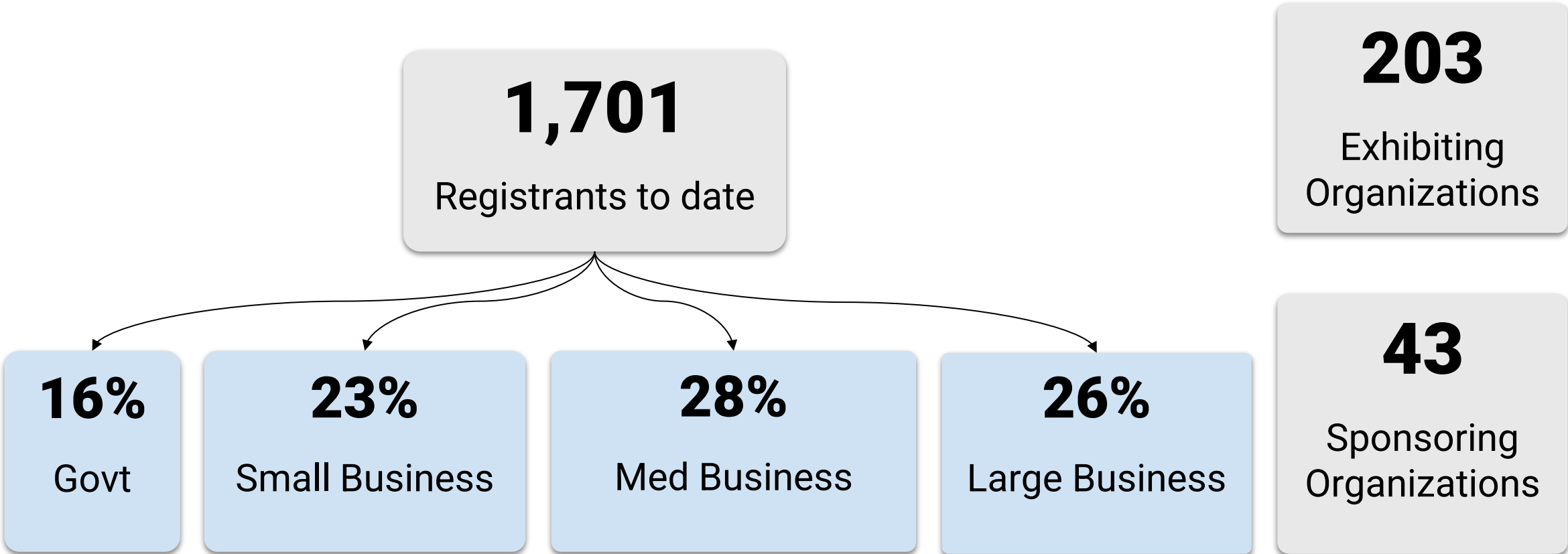
Let's pause for your questions

# Conference at a Glance



# Current Facts and Figures

We are on the path to surpass 2,000 attendees



# The Main Stage

## TUESDAY GENERAL SESSION

**MAY 19**

8:30 am – 10:00 am PT

- Service Engineering Chiefs
- LDP Graduation

## WEDNESDAY GENERAL SESSION

**MAY 20**

8:30 am – 10:00 am PT

- Keynote: ***Gardiner Brothers***
- SAME President Transition

# Education Tracks

Architecture &  
Engineering

Construction

Cyber  
Security

Energy  
Security

Environmental

Facility &  
Infrastructure Asset  
Management

IGE  
Discussions

Mega  
Sessions

Leadership

Resilience

Warfighter  
Engineering

# Specialty Programming



Pre-Conference Workshop:  
Putting AI Agents to Work



Pre-Conference:  
Warfighter Seminar TTX

# Networking Activities

## Opening Reception at Providence Park

**TUESDAY, MAY 19**  
6:00 pm – 8:30 pm PT

**Attire Tip:**  
Sports jerseys, your favorite sneakers, and your name badge!

**And don't forget your drink tickets & MAX pass**

## Receptions in Exhibit Hall

**WEDNESDAY, MAY 20**  
4:30 pm – 6:00 pm PT

**Special Group Meet-Up:**

Young Professionals & Fellows in "The Playground"

## Lunch Daily in Exhibit Hall

**TUESDAY, MAY 19**  
12:00 pm – 1:30 pm PT

**WEDNESDAY, MAY 20**  
12:00 pm – 1:30 pm PT

**THURSDAY, MAY 21**  
11:30 am – 12:30 pm PT

# COI, Council, & Committee Meetings

---

Architectural Practice

---

Camps

---

College Outreach

---

Construction

---

Energy Security

---

Environmental

---

Facility Asset Management

---

K-12 STEM Outreach

---

Leadership

---

Membership Committee

---

Resilience

---

Small Business Council

---

Uniformed Council

---

Young Professionals Council

# Other Preparation Tools/Opportunities

## Attendee Orientation Webinar

**TUESDAY, May 5**  
3:00 pm – 4:30 pm ET

## New Member First-time Attendee Meet & Greet

**MONDAY, May 18**  
5:30 pm – 6:30 pm PT

*RSVP when registering. If already registered, email request to [registration@SAME.org](mailto:registration@SAME.org)*

## JETC Itinerary Builder

Available soon via the on-line Attendee Service Center

## JETC App

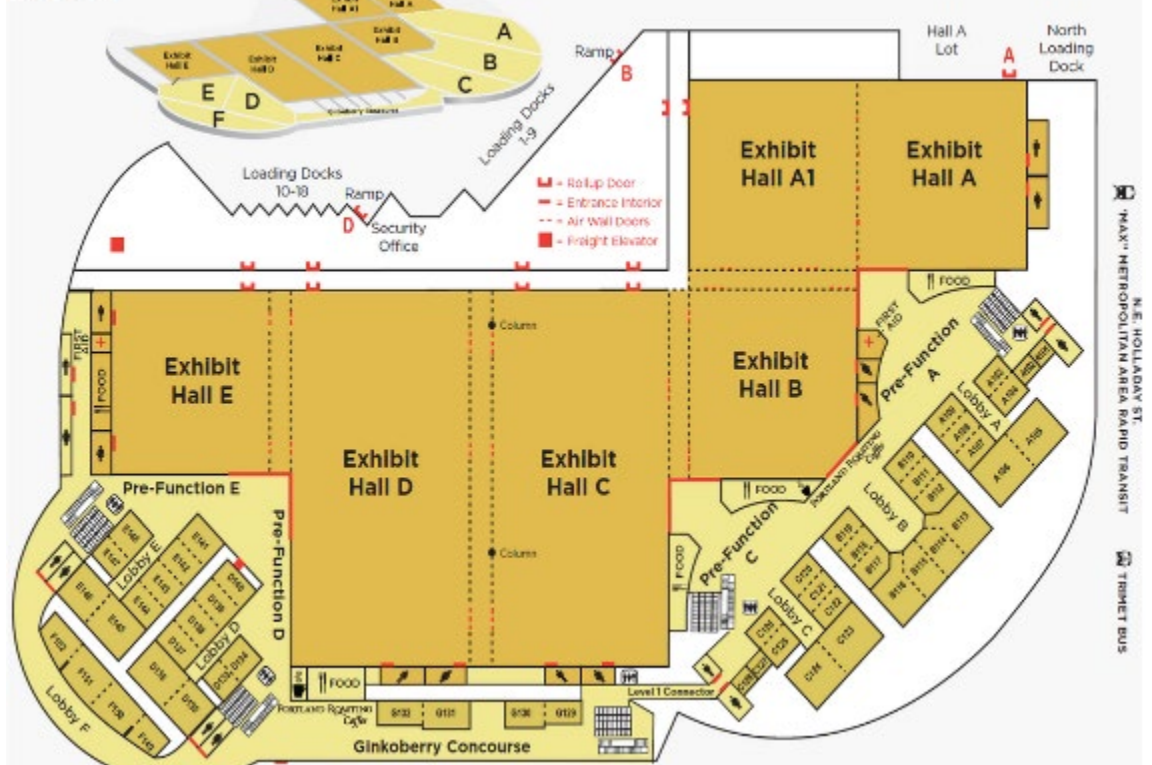
Available soon on your mobile device!

An aerial photograph of the Oregon Convention Center at dusk. The building is a large, circular structure with a flat roof and a prominent blue glass facade. Two tall, slender towers with a similar blue glass facade rise from the building. The foreground shows a paved plaza with some greenery and a few people. The background features a city skyline and hills under a dark, cloudy sky.

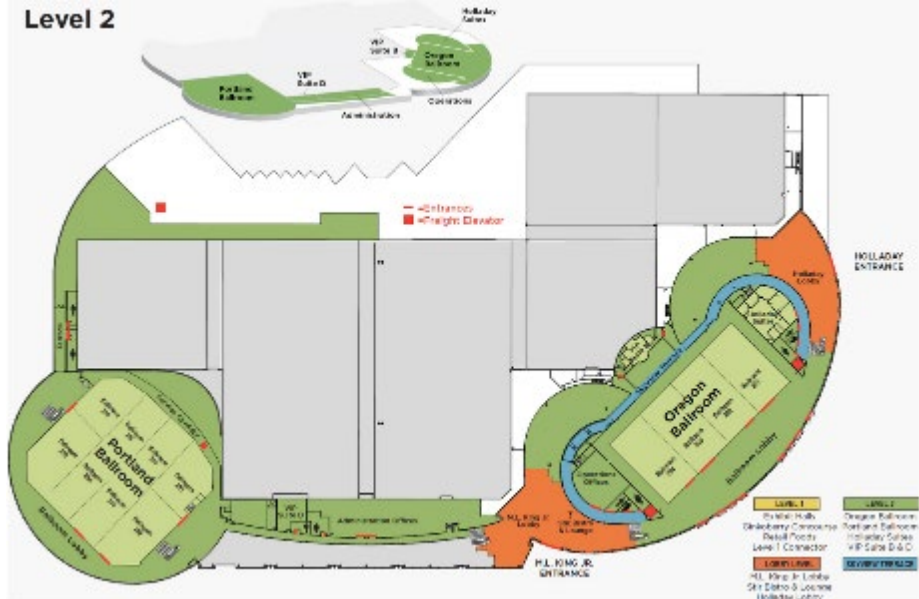
# Getting around the Oregon Convention Center

<b>LEVEL 1</b>	<b>LEVEL 2</b>
Exhibit Halls Ginkberry Concourse Retail Foods Level 1 Connector	Oregon Ballroom Portland Ballroom Holladay Suites VIP Suite B & D
<b>LOBBY LEVEL</b>	<b>SKYVIEW TERRACE</b>
M.L. King Jr. Lobby Stir Bistro & Lounge Holladay Lobby	

**Level 1**



**Level 2**





# Sessions Will Be Held in Different Areas

**Oregon  
Ballroom**

**General Sessions**

**Society Ball**

**Exhibit Hall A**

**Mega Sessions**

**Lobbies A-E**

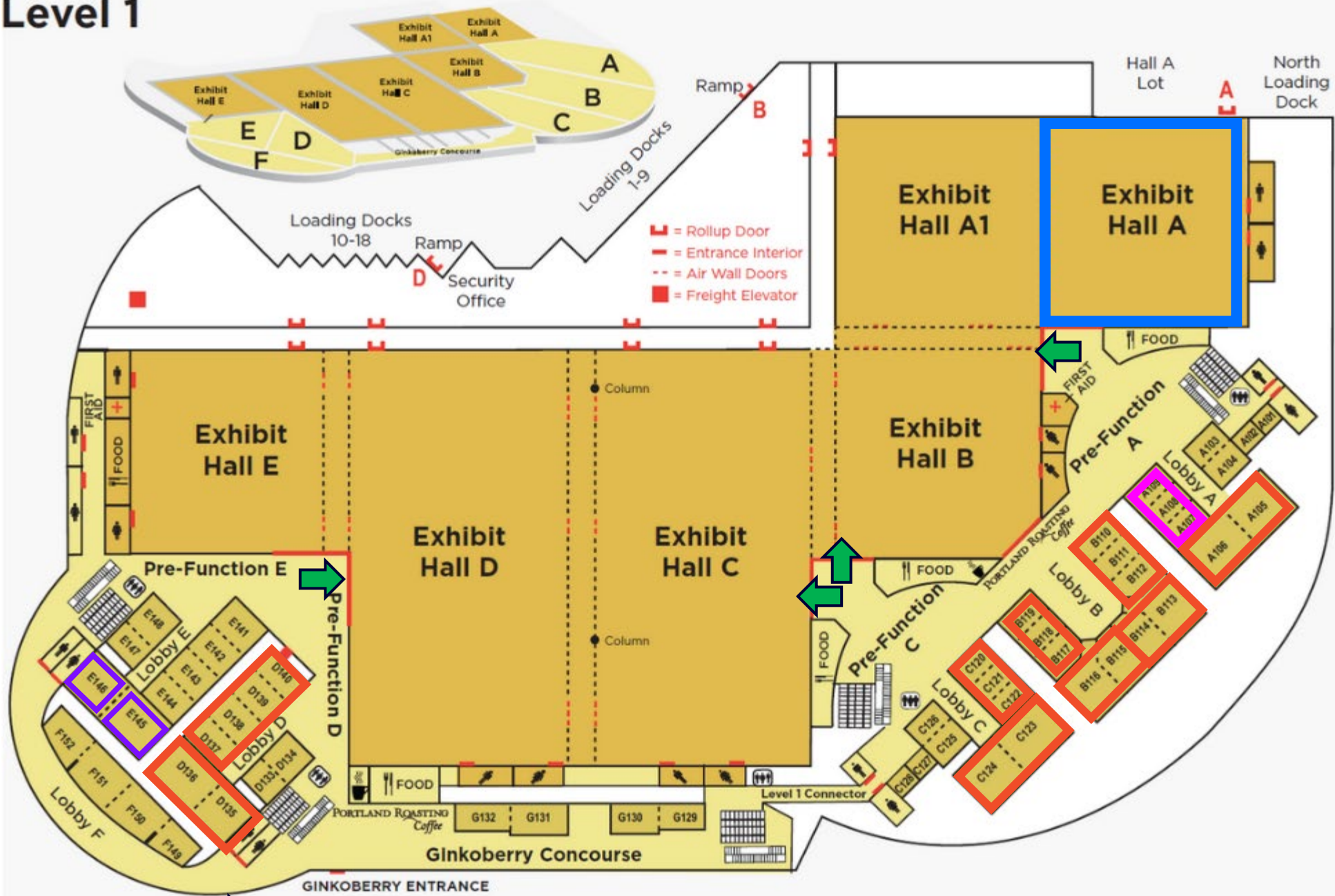
**SRR**  
A107-109

**Sessions  
& C3  
Meetings**


**IGE  
Discussions**

**INNOVATE**  
**FORWARD**

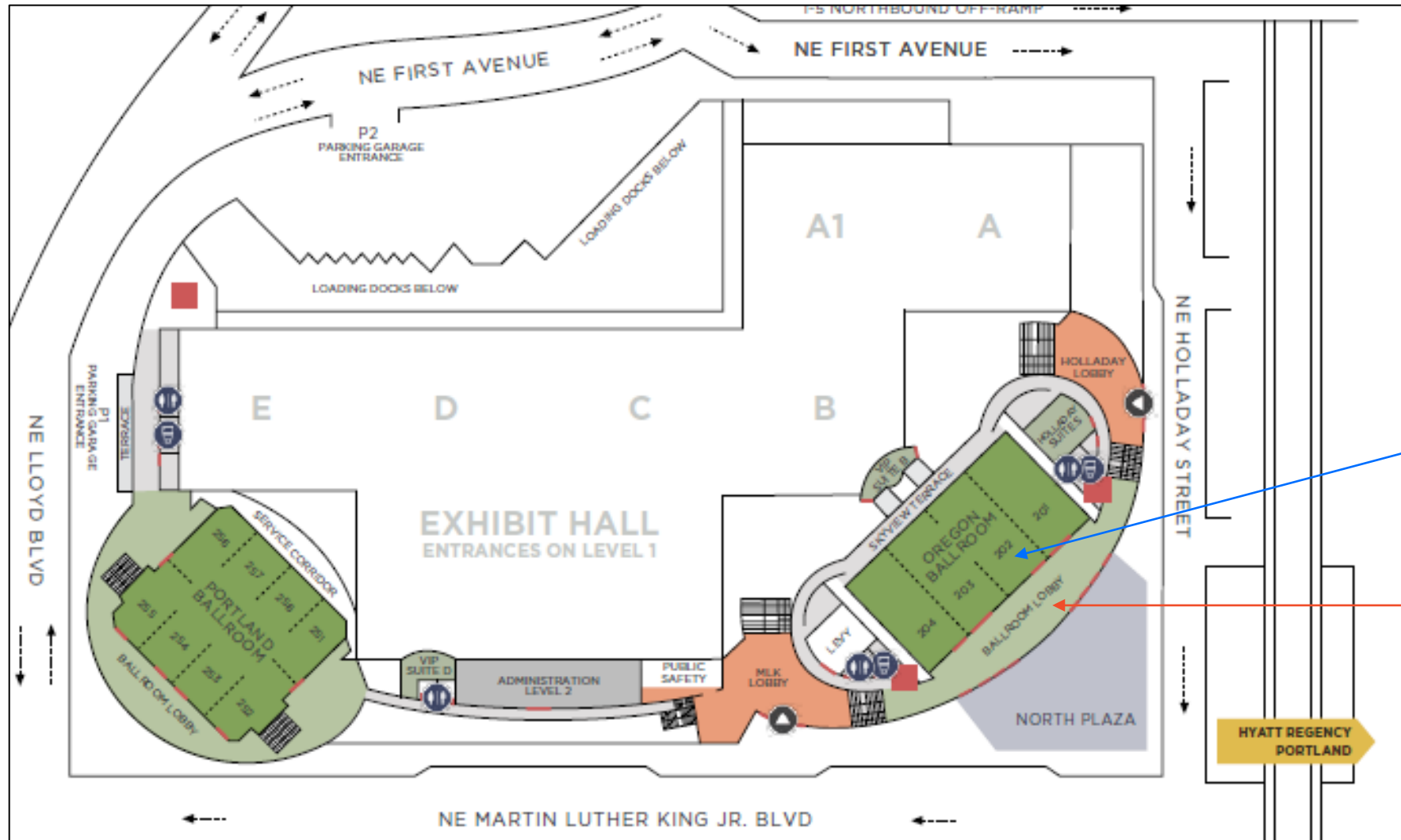
# Level 1



- Exhibit Hall A – Mega Sessions**
- A105-A106 – Warfighter Engineering
  - A107-A109 – Speaker Ready Room
  - B110-B112 – FIAM
  - B113-B114 – Arch/Engineering
  - B115-B116 – Cyber Security
  - B117-B119 – Resilience
  - C120-C122 – Energy Security
  - C123-C124 – Construction
  - D135-D136 – Leadership
  - D137-D140 – Environmental
  - E145 – IGE Discussions
  - E146 – C3 Meetings

 Exhibit Hall entrances (4)

## Level 2



### Oregon Ballroom

- General Sessions (Tue & Wed)
- AOF Lunch (Thu)
- Society Ball Dinner (Thu)

### Ballroom Lobby

- Breakfast (Tue & Wed)
- Society Ball Reception (Thu)

**Remind me  
again...**



**TODAY**

(if you haven't done so)

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

**APR 30**

**Upload draft PPT presentation**

**MAY 8**

**Dry run on session logistics**

**MAY 14**

**Upload final PPT presentation**


**MAY 19-21**

**HAVE AN AMAZING SESSION!**





Email [sessions@same.org](mailto:sessions@same.org) if  
you have questions about  
presenting at JETC

A large Ferris wheel is shown against a clear blue sky. The wheel's structure is a complex network of white metal beams radiating from a central hub. Several passenger cars are visible at the top of the wheel. The image is partially obscured by a dark blue gradient on the left side, where white text is placed.

Now, we will spin  
the wheel for the  
**Drink Ticket  
drawing!**

And the winners  
are...

**THANK YOU!**  
For sharing your  
time and  
expertise at  
JETC

