



SPEAKER ORIENTATION

Ann McLeod, Director of Meetings, Membership & Business Operations, SAME
Belle Febbraro, Education Associate Director, SAME
Karen Offringa, Programs Assistant, SAME
Maxine Cruz, Audience Response Tech, Projection A/V



20
22

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Those connecting through a VPN will likely have difficulties. For the best experience, ditch the VPN!

Audio is broadcast through your computer speakers; when you entered you should have seen a play button...make sure you click connect...and turn up your volume.

Use the “Chat” tab on the control panel to submit a technical issue and engage with others.

Submit a written question at any time via the “Q&A” tab. “Upvote” questions already asked to avoid duplication but indicate you want an answer to that too!

This webinar will be recorded for future viewing.

A PDF of this presentation is available via the “Handouts” tab to your right.

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Ann McLeod, Director of Meetings, Membership & Business Operations SAME National Office



- Was in the live studio audience for The Tonight Show with Jimmy Fallon this summer...I even got on TV!
- Peloton obsessed...follow me on the leaderboard #ANNwithNoE
- Favorite County Music Song Lyric: “An ice-cold, long-neck beer never broke my heart”

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BELLE FEBBRARO

EDUCATION ASSOCIATE DIRECTOR



- Been with SAME for 12 years
- Love Champagne and French Fries (Yes together)
- Current binge watch: Pieces of Her, Netflix
- Just found out what pre-gaming is. My daughter is enjoying her time at Virginia Tech. Go Hokies!!

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KAREN OFFRINGA PROGRAMS ASSISTANT



- About to have my 1-year anniversary with SAME
- Am a recent empty-nester with a daughter in NC and son in FL
- Learning to play Pickleball, which I love

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MAXINE CRUZ

AUDIENCE RESPONSE TECH



- I own 3 dachshunds
- I have a topical fruit garden, producing a wide variety of exotic fruits.
- I have worked in the conference setting for 14+ years.
- In my spare time, I enjoy baking.

Hurricane Ian Survivor

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“SOCIETY OF AMERICAN MILITARY ENGINEERS”



Have you spoken at a SAME event before? Choose all that apply!

1. YES, in-person
2. YES, virtually
3. NO, I have not had that distinct pleasure
4. I'm not speaking, I'm only here so I can tell my boss what to do
5. What is SAME?

Logistical Notes

- Sessions will be recorded with the audio synched to slides
- Sessions Rooms are pre-set and cannot be changed
- Podium and chairs are set for the number of speakers unless you have been notified differently
- We will supply the laptop -- your presentation will be uploaded ready to go
- We will supply a laser pointer and remote for slides
- Microphone(s) provided:
 - One on podium and 2 on head table
 - Please request a lavalier mic if you wish to walk around

Roles & Responsibilities - SAME

- Make sure you have everything you need to make your session outstanding
- Check through your draft presentations (Due October 13)
- Remind you of deadlines (yep, you'll be receiving several more emails from us)
- Do quality control on presentations, add informational slides as needed, and merge all speakers' slides into one deck for smooth transitions

Roles & Responsibilities – Moderators

- Pre-coordinate with speakers- plan a dry run virtually
- Review draft and final presentation before sessions so you know what to expect
- Introduce speakers
- Make sure session stays on time
- Have pre-prepared questions available to kick-off the Q&A discussion
- Take questions from the live audience
- Repeat or rephrase the question to the speaker
- Wrap up session and thank the speakers

Roles & Responsibilities – Speakers

- Submit your presentation in PPT format – drafts due October 13
 - ❖ Remember to create your speaker intro slide including “fun facts” and photo (ed sessions only)
 - ❖ Use a 16:9 PPT ratio
 - ❖ Use the SBC PPT Template in the Speaker Service Center (ed sessions only)
- FINAL presentations in PPT format are due October 27. No changes on-site
- Advance your slides

Roles & Responsibilities – Everyone

- Register for SBC. The speaker confirmation email was not a REGISTRATION CONFIRMATION. You must still register for the conference.
- Meet deadlines
- Update your bio and photo in the Speaker Service Center (SSC)
- Attire:
 - ❖ Uniformed Service: Class A / service dress on day you're speaking
 - ❖ Civilian: Business or business casual
- Communicate with us and those in your session!



Have you downloaded the PPT template and started your presentation?

1. YES, I'm all set
2. Downloaded the template, but haven't started my presentation
3. NO, I'm way behind
4. What template?



BUSINESS... OPPORTUNITIES & EDUCATION SESSIONS

Business Opportunity Sessions

- Power Point Presentations are still required!
- They should be on your agency's template but **MUST BE IN 16:9** format
- Moderators will review draft presentations and provide any helpful direction, in order to receive the content most useful to Industry
- Moderators will coordinate a call with speakers after receiving the draft presentations- check the SSC
 - ❖ Order in which you will present
 - ❖ How the Q&A will be conducted
- FINAL presentations are due Thursday, October 27

Education Sessions

- Power Point Presentations are still required!
- They MUST be on the SBC template, check the SSC for the template
- Speakers, please check to see who is your assigned moderator. They are there for your needs.
- Moderators will coordinate a call with speakers after receiving the draft presentations- check the SSC
 - ❖ Order in which you will present
 - ❖ How the Q&A will be conducted
 - ❖ Speakers to provide pre-prepared questions to kick start the Q&A
- FINAL presentations are due Thursday, October 27

Education Track Sponsors

- **Advanced Business & Procurement Strategies** – Sponsored by Woods Peacock Engineering Consultants, CoverSix Shelters & Parrot Surety Services
- **Entering the Federal Marketplace** – Sponsored by Royce Construction Services & The Markosky Engineering Group, Inc.
- **Marketing and Business Development** – Sponsored by Tepa Companies
- **Regulations, Rules, and the Government Framework** – Sponsored by Gov Contract Pros



Let's Pause for Questions

Up Next: SSC & SRR



SPEAKER SERVICE CENTER

Speaker Service Center (SSC)

To access the SSC visit: https://www.samesbc.org/ssc_login.cfm

Login: YOUR EMAIL

Password: YOUR PASSWORD

Reminder on Deliverables:

- Register for the conference: All speakers must register for the conference. You must register through the SSC to receive the special speaker registration rates: \$0 to attend only on the day of your presentation, \$99 uniformed service/government, or \$400 industry members and \$450 for non-members to attend the full conference. If you are presenting virtually, registration is complimentary. Click on "Speaker Registration" on the left-hand nav. bar to register. If you have already registered, please let us know - we will take care of changing your registration from an attendee to a speaker and issue any refunds if necessary.
- Update your profile: Within the next few days, please login to the SSC to view/verify your profile. Once logged-in to the SSC, just click on "Speaker Profile" on the left-hand navigation bar to view your information and make corrections. You can enter your biography into this profile. Please limit it to 150 words or less. The biography will be used by the moderator to introduce you and will be on display to attendees.
- Make hotel reservations: Speakers must reserve their own accommodations. Please see the Travel and Lodging page of the SBC website for detailed information on making hotel reservations.
- If you submitted an abstract, review your session information on the Conference Sessions page. Ensure all your session information is correct and all speakers, bios and pictures are listed. Please contact sessions@same.org if you need a speaker added.

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

Take advantage of the following online features designed to assist you in preparing for your session(s).

- Register for the Conference
- Update Biographical Information
- Update Profile
- Upload Photo
- Upload Presentation
- Download Important Documents
- Contact info for Speakers and Moderators

PLEASE SIGN IN

Email:

Password:

Sign In

[Forgot Password?](#)



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SPEAKER READY ROOM

Speaker Ready Room

Room 102

Hours of Operation:

- ❖ Wednesday, November 2: 8:00 a.m. – 5:00 p.m.
- ❖ Thursday, November 3: 8:00 a.m. – 5:00 p.m.
- ❖ Friday, November 4: 8:00 a.m. – 12:00 p.m.

The Speaker Ready Room is the place where you:

- Check-in so that we know you have arrived (20 minutes before your session)
- Get any questions answered you may have about your presentation
- Preview your presentation
- Meet with your co-presenter(s)/moderator



Let's Pause for Questions

Up Next: Audience Polling



AUDIENCE RESPONSE / POLLING (ARS)



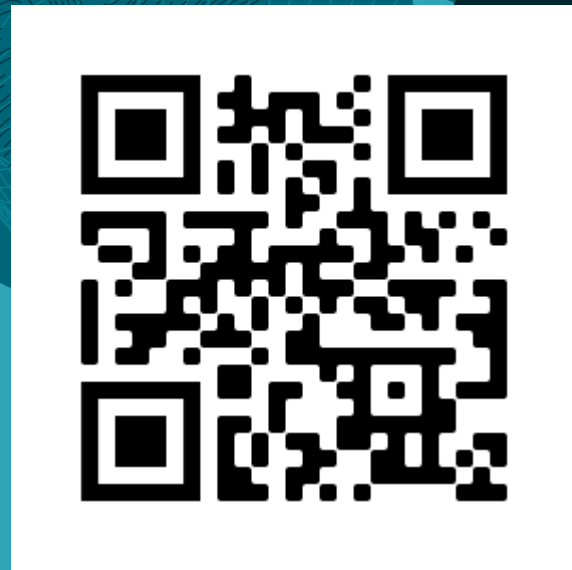
This is an interactive session.

To participate, log onto your mobile device web
browser

SAME.CNF.io

Or scan the QR code

- Find the Session.
- The Presenter will unlock the poll(s) during the presentation.
- Please complete the brief Evaluation Survey at the end of the session.

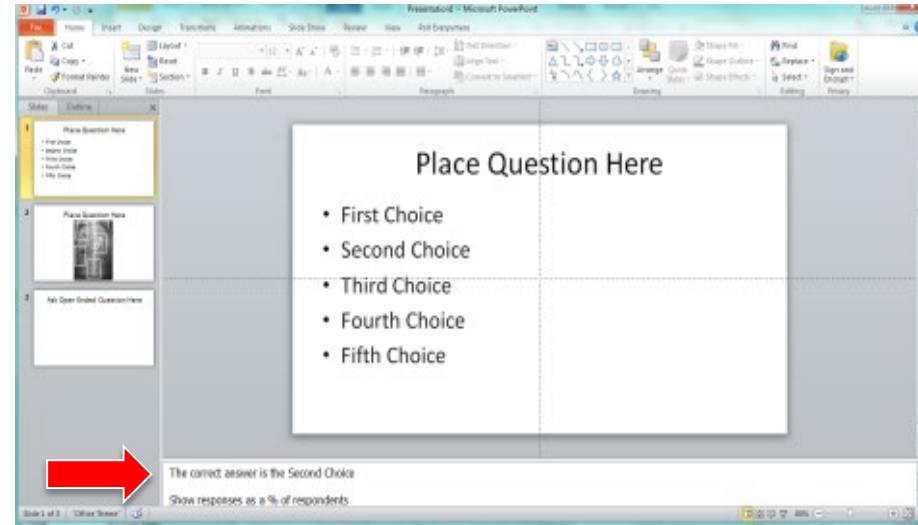


How to create and format your polling slides

- This Audience Response System (ARS) uses mobile devices as the user interface for the audience to respond to live polls.

Multiple Choice or True/False

- Use the “Title and Content” layout (found under the “new slide” tab in the “Home” ribbon of PowerPoint)
- Insert the question in the “title box”
- Insert the answers in the “content” box
- **If there is a correct answer make a note of the correct answer in the slide’s “notes” section.**
- Mark in the notes section whether you would like answers displayed as a Bar Graph or a Pie Chart



Multiple-Choice Tips

- Keep questions brief to optimize visibility
- Keep answers short to optimize visibility on polling slide. You will get more responses if the audience doesn't have to do a lot of reading on each choice.
- A maximum of 5 answer choices.
- Photos will not appear on active polling slides.

All Polling presentations must be pre-submitted and uploaded through the SSC by October 27.

- Your polling slides will be re-formatted into the polling format by a Projection polling technician. Polling slides will be re-inserted into your PowerPoint presentation and saved. All slides will have a 30-second automatic timer.
- If changes need to be made to your polling presentation after October 27, those changes **MUST be made in the Speaker Ready Room on-site. Do not bring an updated copy of your presentation. Changes must be made on-site at a terminal in the SRR as polling slides will have already been formatted and inserted into your presentation.**
- **You must check-in to the Speaker Ready Room at least 4 hours in advance of your presentation.** This is to ensure that there are no issues with your polling slides, to talk with our polling technician about what to expect in the presentation room, and to check custom features of each poll. This will give the technicians time to ensure that your presentation works seamlessly.



SESSION EVALUATIONS

THANK YOU

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

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Attendees will scan
QR code or type
SAME.CNF.io in web
browser.

Attendees will then
choose session.



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Search for a Session

Search by name or access code. Results filter immediately below.



Thursday, September 29

SPEAKER ORIENTATION

3:00pm - 4:00pm in Virtual

Wednesday, November 2

A&E Business Opportunities (Part 1)

1:00pm - 2:00pm in 101 C-E

Creating a Killer Capability Statement That Differentiates - 1 PDH

1:00pm - 2:00pm in 104 C-E

Hot Topics From the Small Business Leaders - 1 PDH

1:00pm - 2:00pm in 105

Increase your Presence with the Federal Government - 1 PDH

1:00pm - 2:00pm in 104 A-B

JVs Teaming & Subcontracts Level Up! - 1 PDH

1:00pm - 2:00pm in 103

Keys to EV Infrastructure Deployment for DoD - 1 PDH

1:00pm - 2:00pm in 106

Tennessee DOT

1:00pm - 2:00pm in 202

VA Cemeteries Business Opportunities

1:00pm - 2:00pm in 101 A-B

A&E Business Opportunities (Part 2)

2:30pm - 3:30pm in 101 C-E

Alternative Government Procurement Options for Military Construction - 1 PDH



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Once session is chosen, Attendees will:

- Sign in with their name and email address.
- Attendees be able to answer polling questions and session evaluations.

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Before You Join

The information below is required to join the session and will only be visible to the Session Moderator.

First Name

Last Name

Email Address

Submit

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Evaluate This Session

Polls will automatically appear here when open for responses.



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[Evaluate This Session](#)

Polls

Respond to a Poll by clicking on it

Let's see who is on this call...who do you represent?  Responded



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SPEAKER ORIENTATION

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Let's see who is on this call...who do you represent?

- ☐ a)Active Duty Military
- ☐ b)Civilian at Government Agency
- ☐ c)Small Business (less than 100 emp.)
- ☐ d)Medium Business (101-2,000 emp.)
- ☐ e)Large Business (2,001 +emp.)
- ☐ f)Academic Institution/ Non-Profit

[Submit](#)



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Let's see who is on this call...who do you represent?

CHOICE	VOTES	
a)Active Duty Military	0	0%
b)Civilian at Government Agency	0	0%
c)Small Business (less than 100 emp.)	0	0%
d)Medium Business (101-2,000 emp.)	0	0%
e)Large Business (2,001 +emp.)	0	0%
f)Academic Institution/ Non-Profit	1	100%



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Will you submit polls for your presentation?

1. YES, I plan to
2. I didn't think about it until now
3. Seems way too complicated



ANY LAST QUESTIONS

Other Need-to-Know Items

- SBC features networking appointments
 - ❖ “Matched Networking” – companies or agencies act as a host, complete a profile, get matched with attendees. Must sign up to participate in this way – all are welcome! If you’re not signed up but are interested, let us know!
- Attendees do not need to be vaccinated to attend SBC. We will have a COVID testing room available at SBC in the event you are not feeling well.

Current Facts and Figures

- Total registrants: 3,050
 - Government: 8%
 - Most Government attendees will register after Oct 1st because of the fiscal year. This is typically around 20%
 - Small Businesses: 50%
 - Med Businesses: 24%
 - Large Businesses: 17%
- Total exhibiting/sponsoring orgs: 550

Wednesday General Session

- Wednesday, November 2 | 9-10:30 a.m.
- AFCEC, NAVFAC Executives
- Department of Defense Office of Small Business Programs Director

Thursday General Session

- Thursday, November 3 | 3-4:15 p.m.
- USACE, VA Executives
- Secretary of the Army Office of Small Business Programs Director
- SAME Small Business Awards

Opening Reception in Hall

- Wednesday November 2 | 5-6:30 p.m.

Networking Reception in Hall

- Thursday, November 3 | 4:15 – 5:30 p.m.

Lunch Daily in Hall

- 11 a.m. – 1:30 p.m.



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Additional Training Webinars

- Matched Networking Host Orientation & Training
 - Thursday, October 6, 3 p.m. EDT
- Strategic Preparation for SBC
 - Thursday, October 13, 3 p.m. EDT
- Attendee Orientation Webinar: Logistical Overview of SBC
 - Monday, October 24, 3 p.m. EDT



Q&A

SAME is here for you!
Contact us at
sessions@same.org



**We look forward to
seeing you in
Nashville**