

# SPEAKER ORIENTATION

Ann McLeod, Director of Meetings, Membership & Bus. Dev., SAME

Belle Febbraro, Associate Director of Education, SAME

Karen Offringa, Education Coordinator, SAME

Steve Struble, Production Manager, AVFX

This webinar is being recorded.

Download a copy of the presentation from the “handouts” tab on your control panel.

Use the Q&A tab to submit a question at any time during this webinar.

Use the Chat tab to engage with others.





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& EXPO

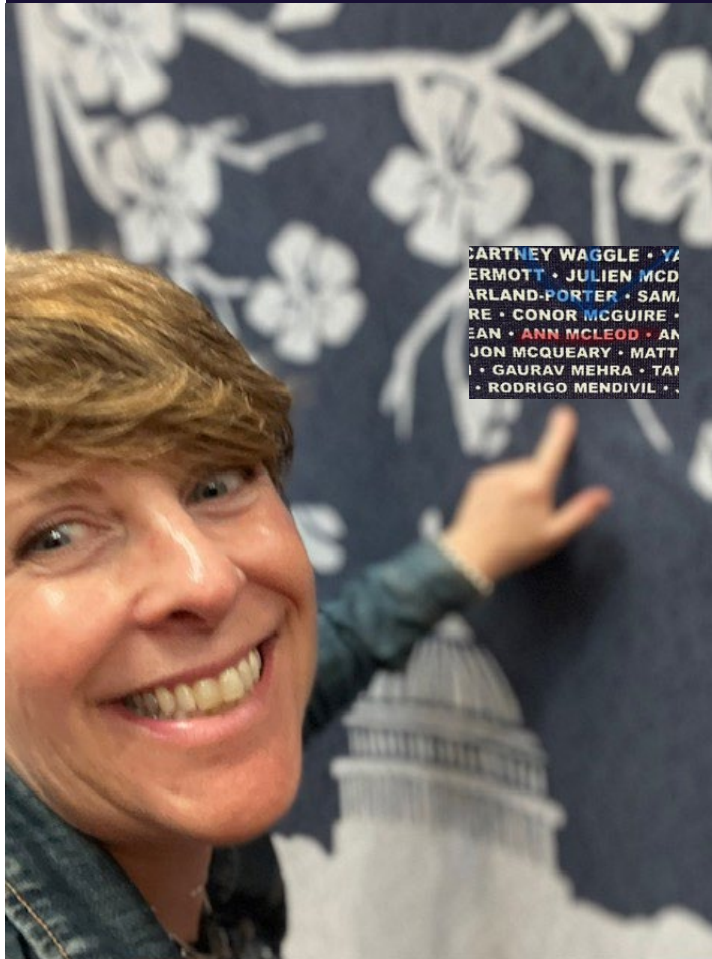
IGNITING IDEAS!

MAY 13-15  
Louisville, KY

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# SPEAKER



Ann McLeod, CEM, CAE  
SAME National Office  
Director of Meetings, Membership  
& Bus. Dev.

## Fun Facts

- This will be my 16<sup>th</sup> JETC
- I just “ran” the Cherry Blossom 10-miler!
- Obsessive hobby: credit card hacking for points and miles. I’d love to send you my Chase Sapphire referral link – 100K points are in it for you!!
- Did you know? The disco ball was invented in Louisville!
- Favorite Disco Song: Disco Inferno

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# SPEAKER



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

## Fun Facts

- My 16<sup>th</sup> JETC!
- Favorite song: Dancing Queen
- Current binge watch: Slow Horses, can't wait for the next season "Losers".
- My favorite decade was the 80's
- My daughter just turned 21. Throwback me at 21.

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# SPEAKER



**Karen Offringa**  
SAME National Office  
Education Coordinator

## Fun Facts

- Last year, I won a KY Derby pool on Mystik Dan!
- With KY, I've now visited every state east of the Mississippi River
- My son will be a volunteer at JETC



**My son and Belle's daughter were born the same day and attend the same college**



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# SPEAKER



## Steve Struble

AVFX

Production Manager

### Fun Facts

- Enjoy hiking, skiing, and other outdoor activities
- Climbed 32 Colorado “14ers”
- Favorite quote:
- *“If there are no dogs in heaven, then when I die I want to go where they went.”*

-Will Rogers



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# Have you spoken at an SAME event before? Choose all that apply.

- 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?



# Roles & Responsibilities - SAME



Make sure you have everything you need to make your session outstanding



Check through your draft presentations (Due April 24)



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

Coordinate	Coordinate with speakers - plan a dry run virtually
Review	Review draft and final presentations before sessions so you know what to expect
Introduce	Introduce speakers- no reading long bios. Thank our Sponsors
Make	Make sure session stays on time
Have	Have prepared questions available to kick-off the Q&A
Take	Take questions from the audience
Repeat	Repeat or rephrase questions for the speaker(s)
Wrap up	Wrap up session and thank the speaker(s)



# Sponsor Slides being added!

## *And...thanks again to our session sponsors*

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### Thank You Brass Sponsors

**ALLIANCE**  
Alliance Consulting Group

**GEO**

**SCIDEV**

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Education Sessions & IGE  
Roundtables

### Innovation Pavilion Sponsors

### Thank You Platinum Sponsors

**AUTODESK** **BURNS MCDONNELL** **GHD**

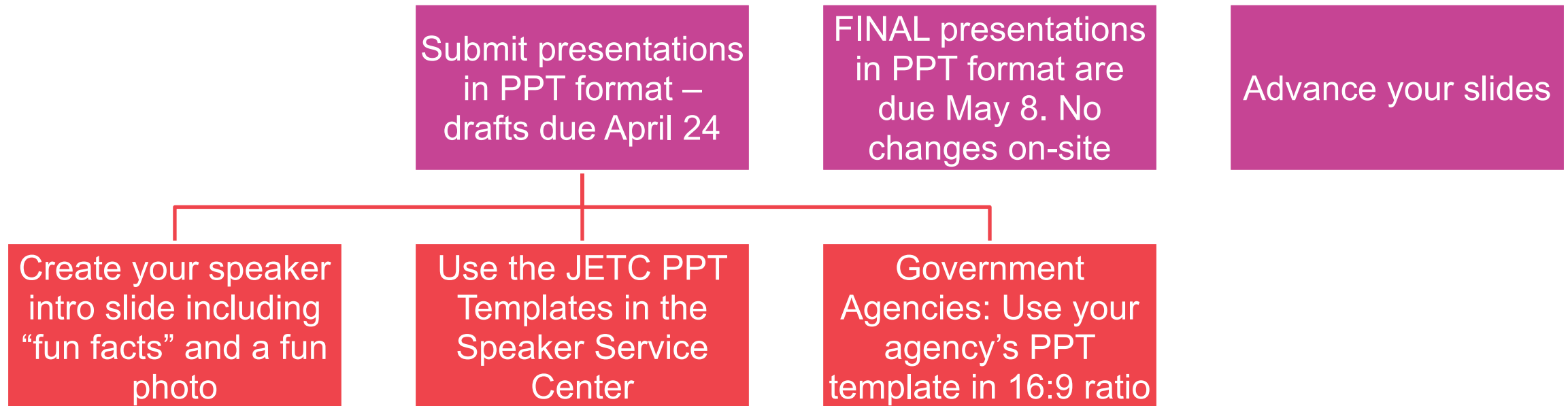
**GORDIAN** **HILL International** **IMEG**  
Building knowledge

**Mead & Hunt** **moffatt & nichol** **MONTROSE ENVIRONMENTAL**

**RS&H**

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# Roles & Responsibilities – Speakers



# Have you downloaded the PPT template and started your presentation?

- a) YES, I'm all set
- b) Downloaded the template, but haven't started my presentation
- c) No, I'm way behind
- d) What template?



Register for JETC. 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!





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# Let's Pause for Questions

Up Next: Your Sessions

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# EDUCATION SESSIONS & MICRO SESSION THEATER

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# Logistical Notes

Sessions will be recorded with the audio synched to slides

Session rooms are pre-set and cannot be changed

Podium and chairs are set for the number of speakers

We will supply the laptop & your presentation will be uploaded ready to go

We will supply a laser pointer and remote for slides

## Microphones:

- One on podium and 2 on head table
- Please request a lavalier mic if you wish to walk around





# PDH and AIA Credit

- All the educational sessions at JETC carry 1.0 PDH credits. To have credits included on the conference PDH record, attendees **MUST** be scanned into the session.
  - ❖ Credits attainable in-person: 14 PDHs
  - ❖ Credits available: 80 PDHs
- Speakers, did you know you can earn twice the PDH credit by teaching your session for the first time?
- AIA accredited sessions carry AIA LU and/ or HSW credit. To obtain these credits see below:
  - ❖ Complete the AIA Editable Form to include your AIA membership # & signature
  - ❖ Submit form to [sessions@same.org](mailto:sessions@same.org)
- Audio recordings of sessions are available post-conference in the ASC. You may view and claim credits for these sessions.



# Micro Session Theater

*(a part of the “Innovation Pavilion”)*

Power Point Presentations are recommended

Use the Micro Session template in the SSC

There is no moderator for the Micro Session Theater

Please check in with the Volunteer (wearing a red t-shirt) when you arrive at the Theater

There are only 10 minutes between presentations, so please do not go beyond the 20 minutes

Let the audience know where they can find you during JETC (i.e., booth number) to chat further

FINAL presentations are due Thursday, May 8



# VIRTUAL PRESENTERS

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# For Government/Military only: How are you attending JETC?

- a) I am self-funding
- b) My org is allowing me to participate the day I'm speaking
- c) I can't attend but will "beam in" via Zoom
- d) I can't attend but will submit a recording of my portion of the presentation



**SAME Appreciates YOU!!**



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This option is only available to  
**Government/Uniformed**  
Speakers who are not  
approved to travel

# Virtual Options

## Zoom

- 1 speaker per session
- At least 1 co-presenter must be in-person
- Will be able to participate in the live Q&A

**More Info to Follow**

## Recording

- **3-7** minute pre-recorded presentation
- Added to the session PPT
- In-person co-presenters should be able to answer some questions





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# Let's Pause for Questions

Up Next: SSC & SRR

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# SPEAKER SERVICE CENTER

**Emails sent lead to here...**

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[yt "SOCIETY OF AMERICAN MILITARY ENGINEERS"](https://www.youtube.com/channel/UC...)



# Speaker Service Center (SSC)

To access the Speaker Service Center (SSC) visit: <https://www.samejetc.org/ssc.cfm>

Login: {{SPEAKER\_EMAIL}}  
Password: {{SPEAKER\_PASSWORD}}

## What You Need To Do

Visit the [Speaker Service Center](#) (Link and Login information above)

- **Register** before you arrive, unless you like to stand in line!! **All Speakers and Moderators MUST register for Registration Form** you might not be registered for JETC. Receiving these Speaker emails **DOES NOT** mean that you are registered.
- **Upload FINAL Presentation in PowerPoint** on the correct templates if you haven't already done so and any H changes on-site. (NOTE: *SAME is not responsible for copying and distributing Handouts to attendees on-site.*)
  - Education Sessions Industry: JETC Education Template.
  - Micro Sessions Theater: JETC Micro Template.
  - Government: Use your own template for all sessions. If you are on a panel with industry we will keep your own template.
- **Pre-Conference Preparation:**
  - Speaker & Moderator Resource Guides are available for you to download and print under the *SSC - Documents* tab.
  - If you missed the Speaker Orientation webinar, take a few minutes to watch it [here](#). We guarantee that 99% of speakers will be ready to go.
- PowerPoint presentations are required for **ALL Education Sessions**. All sessions will be recorded and synced to the JETC database.

## What You Need To Know

- Sessions Rooms and the Micro Session Theater are pre-set and cannot be changed.
- Arrive to your session room 20 minutes prior to start.
- There will be **NO** live-streaming of any sessions.
- AV Techs will be onsite to assist with any technical issues. Let the Session Monitors (volunteers in red shirts) know if you need assistance.
- Education Sessions will have:
  - A riser with table and chairs set for the number of speakers unless you have been notified differently.
  - A podium with laptop and slide advancer.
  - Microphones: one at podium, 2 at the speaker table, and 2 floor mics in the audience for Q&A.
  - Sessions will be audio recorded, so please speak into the microphones. This audio will be synched with the video for the conference.
- The Micro Session Theater will have:
  - A podium with laptop and slide advancer.
  - Microphones: 2 at the podium (both can be hand-held).
- Education Sessions and the Micro Session Theater:
  - Your presentations will be uploaded and ready to go.
  - **All** session presentations will be available to attendees following the conference. We will upload a PDF version of your presentation to the JETC database.

## 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)

PLEASE SIGN IN

Email:

koffringa@same.org

Password:

.....

Sign In

[Forgot Password?](#)



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# When are your final PPT presentations due?

- a) April 24
- b) I can bring it on a thumb drive to JETC
- c) May 8
- d) Why do I need a PPT?



# SPEAKER READY ROOM

## M106-107

Is where you check in...

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# Speaker Ready Room (SRR)

Room M106-107

## Hours of Operation:

- Tuesday, May 13: 8:00 a.m. – 5:00 p.m.
- Wednesday, May 14: 8:00 a.m. – 5:00 p.m.
- Thursday, May 15: 8:00 a.m. – 1:00 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



# Your SRR Staff



Belle Febraro –  
overall management,  
session  
presentations



Karen Offringa –  
room set-up,  
volunteers, session  
presentations



Seth Ivey – session  
presentations



Sarah Feighery –  
session presentations



Mike – G-Drive &  
session  
presentations



Chuck – AVFX Tech,  
Polling



Dierdre & Michelle (Session  
Monitor Captains) – volunteers,  
room counts, room refresh



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# Let's Pause for Questions

Up Next: Polling & Evaluations

# AUDIENCE POLLING

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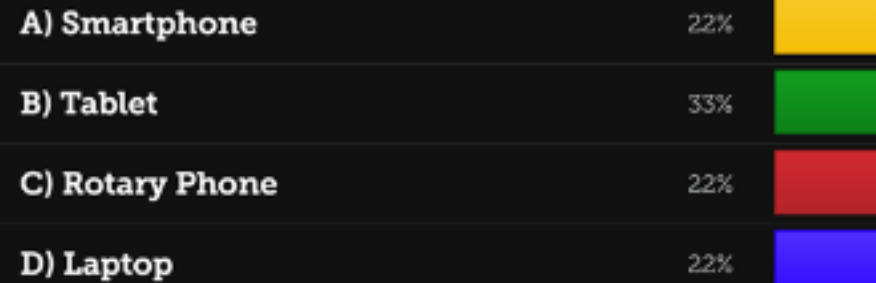
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# Create your polling slides

The Audience Response System uses mobile devices as the user interface for the audience to respond to live polls.

Which of these devices is Conferences i/o NOT compatible with?





# Multiple Choice / True-False

Keep answers short to optimize visibility on polling slide.

**Brief Responses = More Participation**

A maximum of 5 answer choices

Photos will not appear on active polling slides

- Use the “Poll Question” slide layout
- Insert the question in the “title box”
- Insert the answers in the “content” box

**If there is a correct answer, make a note of it in the slide’s “Notes” section.**

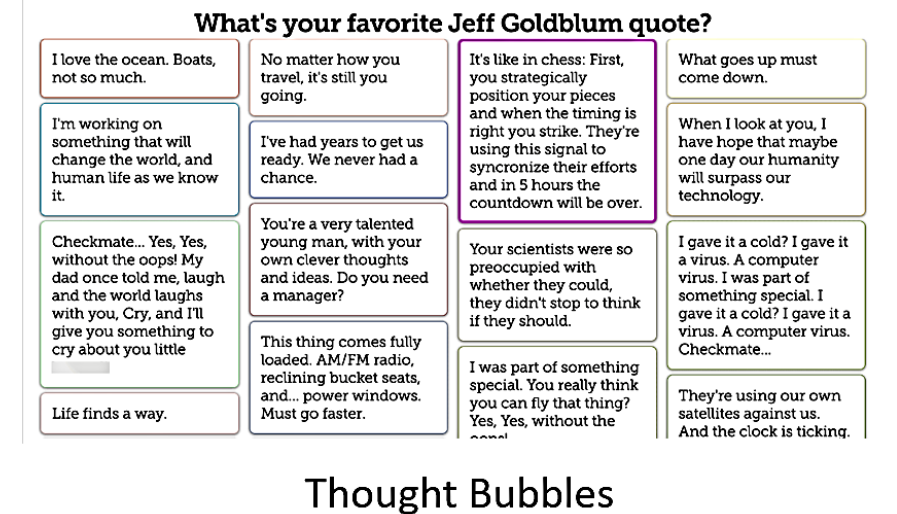
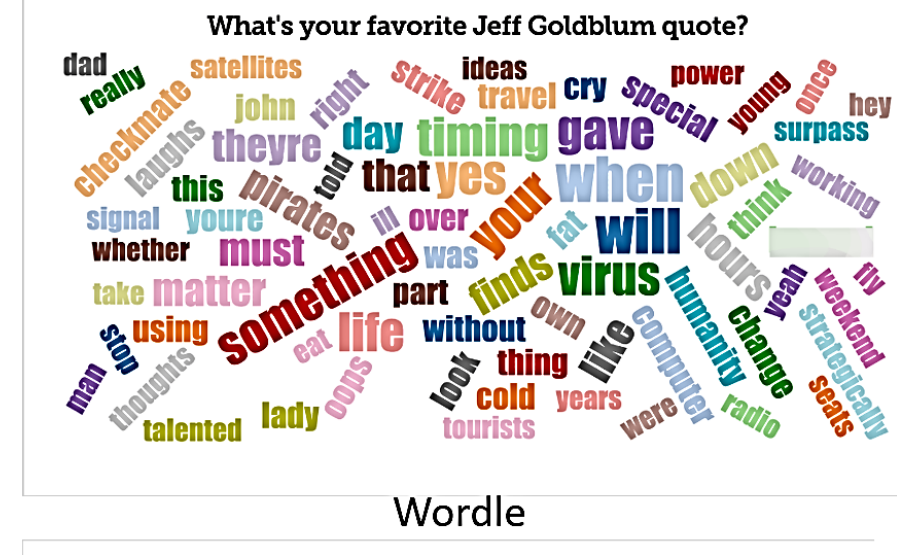
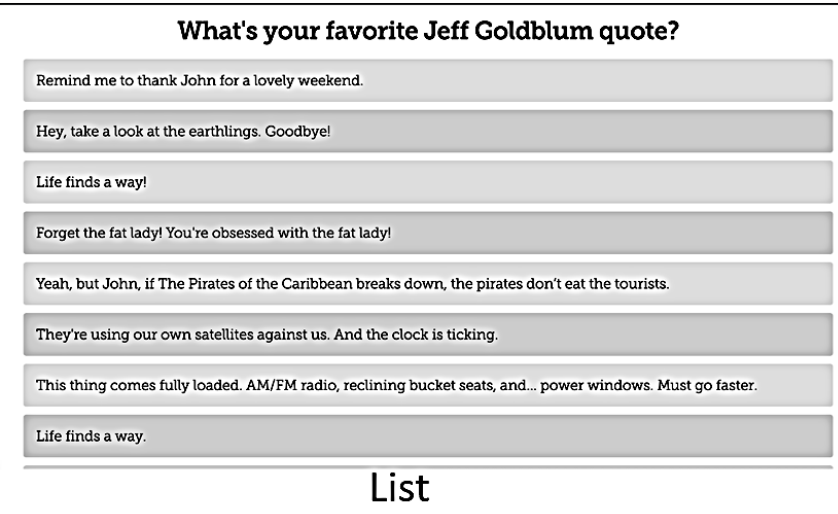
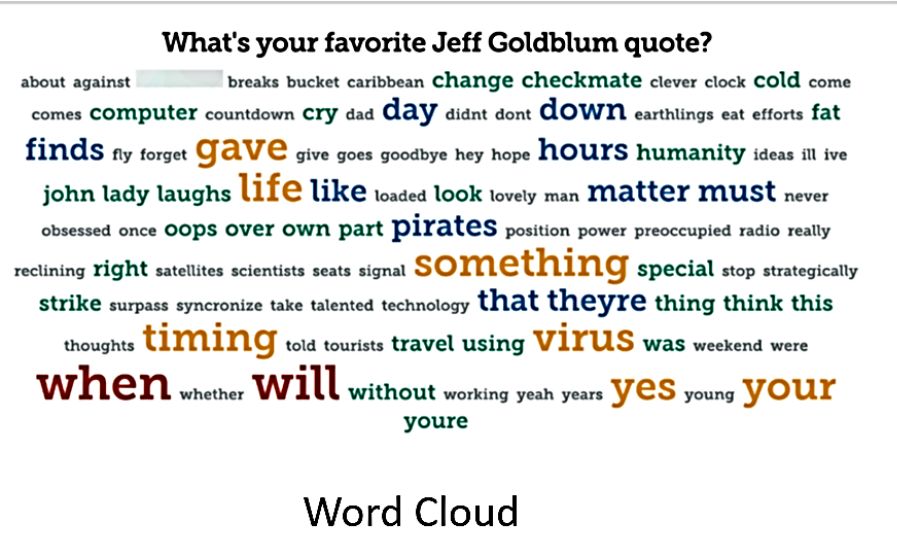
**Let’s see who is in the audience...who do you represent?**

- a) Active-Duty Military/Government
- b) Small Business
- c) Medium Business
- d) Large Business
- e) Academic Institution/Non-Profit



# Open-ended Questions

- Use sparingly. The less people have to type, the better chance of a response.
- Use “short answer” option for Word Cloud or Wordle.
- Phrase questions to promote shorter answers.



# All presentations must be uploaded to the SSC by May 8



Polling slides are re-formatted by the polling tech and re-inserted into the PPT. All polls will have a 30-second automatic timer.



Any changes required after May 9, **MUST be made on-site in the Speaker Ready Room. DO NOT bring an updated copy of your presentation.** Changes to poll slides can only be made by the Polling Tech.



Check-in to the Speaker Ready Room at least 4 hours before your presentation to review the PPT and practice initiating the polls.





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or browse to  
[jetc.cnf.io](http://jetc.cnf.io)

This is an interactive session.

To participate, use your mobile device:

[jetc.cnf.io](http://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

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# SESSION EVALUATIONS

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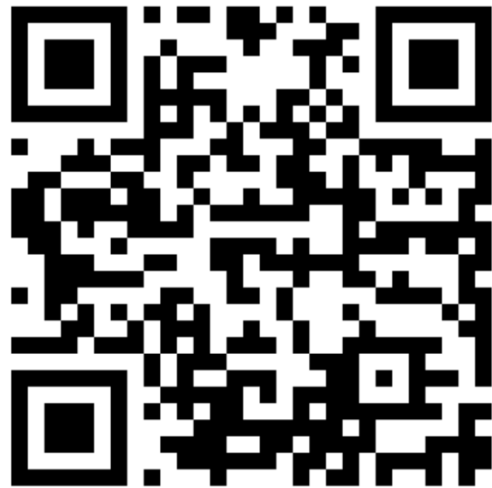
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# THANK YOU

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or browse to  
[jetc.cnf.io](https://jetc.cnf.io)

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

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# Will you submit polls for your presentation?

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







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# ANY LAST QUESTIONS

Up Next: Other JETC Highlights

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# Education Session Tracks

Architecture

Cyber Security

Energy  
Security

IGE  
Roundtables

Engineering &  
Construction

Environmental

Facility &  
Infrastructure Asset  
Management

Mega  
Sessions

Leadership

Resilience

Warfighter  
Engineering

Innovation  
Pavilion Micro  
Sessions

# 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

---

# Specialty Programming



Pre-Conference Workshop:  
AI Problem-Solving in A/E/C



Pre-Conference:  
Warfighter Seminar TTX



Cyber Warfighter Simulations & Micro  
Sessions



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# Cyber Warfighter at JETC

## Micro Sessions

- 10 sessions in the Innovation Pavilion
- During Exhibit Hall hours

## Simulations

- On-going simulations during Exhibit Hall hours
- 5 scheduled simulation scenarios
- Conducted by ICS Village



# KICC

## Lower Concourse: "L Rooms"

L013 - Warfighter (Mon)  
IGE Sessions (Tu-Th)

L020 - COI & Council Meetings

L006 - Volunteer Lounge #1



# KICC Main Concourse East “M Rooms”



M101 – M102 - Cyber Security Track

M105 – M106 Speaker Ready Room

M109 – M110 - Leadership Track

Session Rooms:  
M100 – Architecture  
M103 – Energy Security  
M104 – Engineering & Construction  
M107 – Environmental  
M108 – Facility & Infrastructure Asset Mgmt  
M111 – Resilience

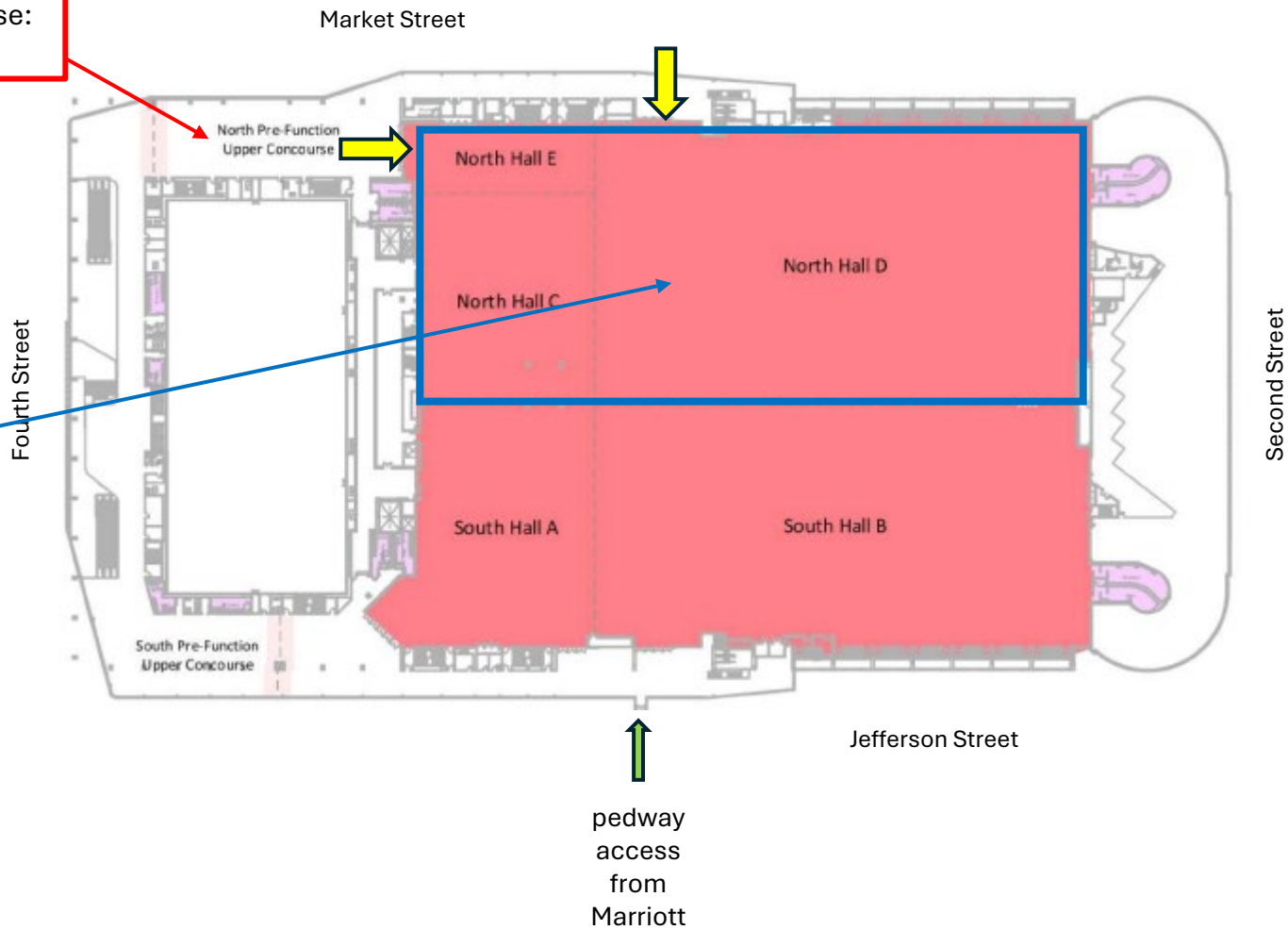
M112 – Warfighter Engineering Track

# KICC Upper Concourse – Exhibit Hall

North Prefunction, Upper Concourse:  
• Help Desk

North Hall C-D-E:  
Exhibit Hall

➡ = Entrance to Exhibit Hall





# KICC

## Main Concourse, West

**Ballroom D:**

- Mega Sessions

**Ballroom E :**

- NM/First Timers (Mon)
- Continental Breakfast (Tue)

**Ballroom ABC:**

- General Sessions
- AOF Luncheon (Thu)
- Society Ball (Thu)

**Boardroom A:**

- COI Mtgs (Tue-Wed)
- EAG Meeting (Thu)



# Current Facts and Figures

Total registrants: 1,592

- Small businesses - 28%
- Medium businesses - 29%
- Large businesses - 33%
- Government – 8%
- Non-profit, academia, retired – 4%

Total Exhibiting/Sponsoring  
Companies: 183

## General Session 1

- Tuesday, May 13 | 8:30-10:00 a.m.
- Keynote Conversation with:
  - Robert Irvine – world class chef, entrepreneur, and philanthropist; *Restaurant: Impossible*
  - Jo Bass – 19<sup>th</sup> Chief Master Sergeant of the Air Force; Founder and President of The Bass Group LLC
- Leader Development Program Graduation

## General Session #2

- Wednesday, May 14 | 8:30-10:00 a.m.
- Executive Leaders Panel
- SAME National President Transition



## Opening Reception – Fourth Street Live!

- Tuesday, May 13 | 6:30 - 8:30 p.m.
- Right next to the Convention Center
- RSVP Required; WEAR YOUR NAME BADGE!

## Networking Reception in Exhibit Hall

- Wednesday, May 14 | 5:30-6:30 p.m.

## Lunch Daily in Exhibit Hall

- Tuesday, Wednesday, Thursday | 11:30 a.m. – 1 p.m.

## Society Reception, Ball & Awards Gala

- Thursday, May 15 | 6-11 p.m.
- Ticketed Event



# Other Preparation Tools/ Opportunities

## Attendee Orientation Webinar

- Tuesday, April 22
- 3:00-4:30 p.m. ET

## JETC APP!

- Coming soon to a mobile device in your hand!

## Itinerary Builder

- Find in the Attendee Service Center (ASC)

## New Member/First-Time Attendee Meet & Greet

- Monday, May 12 (at JETC)
- 3:30 – 5:00 p.m.
- RSVP when registering. If already registered, email [registration@same.org](mailto:registration@same.org) to request it be added



Join my  
mission-essential  
session at JETC.

**REGISTER NOW!**



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**I'M ATTENDING!**  
**JOIN ME!**



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