



AWFS Fair, July 17-20, 2019, Las Vegas Nevada

COLLEGE OF WOODWORKING KNOWLEDGE

PRESENTATION GUIDELINES

The following guidelines provide pre-, on-site and post-presentation information for your convenience, to ensure your successful participation in the AWFS Fair education program, the College of Woodworking Knowledge (CWWK).

I. GENERAL POLICIES

A. AWFS® NON-COMMERCIALISM POLICY

This event provides a unique forum for open dialogue, learning and creative exchange of ideas among professionals. While it is acceptable to mention products or companies in context, speakers should refrain from promoting specific brands or including product endorsements in their presentation. Under no circumstances is this platform to be used for direct promotion of a speaker's product, service or monetary self-interest. Attendees will evaluate each speaker in several areas including perceived commercialism.

B. PARTICIPANT CONTACT

While AWFS® does not provide the contact information of seminar attendees due to privacy issues, speakers are allowed to offer additional resource materials, consultations, etc., whereby participants can voluntarily provide their business card.

C. SPEAKER PROTOCOL

Speakers should refrain from telling off-color jokes or swearing. The attendee audience is national in scope and includes individuals from very diverse backgrounds and religious affiliations who may find this offensive. Please be mindful of this important point.

SPEAKER PRIZES

All speakers are eligible to win the "Best Speaker," "Best SMART Program" and "Best Handout" prizes, awarded after the show and based on attendee evaluation tabulations. Go for it!

II. BEFORE THE SHOW

A. MODERATOR CONTACT

If you are speaking as part of a panel, a moderator will be appointed. He/she will contact you prior to the show. In addition to opening the session, introducing speakers and leading the question and answer period, moderators are asked to keep the session running on time. You are encouraged to play an active role in communicating with other panelists and the moderator in the months prior to the Fair, to ensure a cohesive and qualitative presentation.

B. AUDIO VISUAL NEEDS AND HANDOUTS

1. Audiovisual: AWFS will provide necessary microphones, projectors and screens. Speakers will bring their own laptops, AV professionals will provide necessary cabling and assist in connecting laptop to the projector on-site. As the show approaches, you will be contacted about your A/V needs.

2. Handouts: All speakers are encouraged to provide a handout or discussion outline of their material to maximize the attendee experience. Handouts are a helpful component of the presentation and should be given as much attention as your text and visuals. **AWFS will reproduce your print-ready handout material, provided it is submitted by June 14, 2019. Copies will be 1 color, double-sided, stapled if multiple pages.** Please limit your material to **no more than 20 pages, 8 ½" x 11" format.** If you choose to duplicate your own handouts, a sample must be submitted to the Education Director for review no later than **July 1.**

C. SPEAKER PROMOTIONAL VIDEO

Speakers are asked to prepare a 2 minute or less promotional video briefly describing their seminar, which will be posted on AWFSFair.org and AWFS Fair social media accounts. Specific details will be provided in early 2019.

D. COMPLIMENTARY SHOW REGISTRATION

AWFS® will provide to each speaker a specially marked registration badge that will allow you complimentary entry into the exhibit halls and to any of the educational seminars you might want to attend. The badge will be available for pick-up on-site in the registration area. You will also be provided with a speaker or moderator ribbon to attach to your badge. If you have a guest, we are able to provide complimentary registration for your guest upon request.

III. ON-SITE

A. SPEAKER READY ROOM (Room number will be provided before the show.)

Speakers should check in at the Speaker Ready Room as early as possible. There you can get important on-site information regarding the assigned rooms, as well as check on your handouts, request an A/V check with a technician, meet with other speakers or moderators or use your computer. *Speakers **must** check in at least 30 minutes prior to their presentation time.*

B. ROOM SET UP

Based on pre-registration attendance figures and available room size, the room will either be set up in classroom (rows of tables and chairs) or theater style (rows of chairs) unless you request otherwise. You will have an opportunity to inform us of any special set-up needs on the AV/ Handout Form when it is sent to you prior to the show.

C. TIMING

Individual speakers: Be sure your content matches the time allotted. Please do not end early as attendees feel cheated when this happens.

Speaker Panels: It is vital that all speakers adhere to the time allotted for the presentation. Moderators will be instructed to monitor panel session timing and to establish some form of signal to speakers if presentation is advancing beyond the allotted time.

D. DRESS CODE

We suggest that speakers dress in either professional or business casual attire.

E. IN CASE OF EMERGENCIES

If, for any reason, you are unable to keep your commitment, please call the AWFS Education Staff immediately at 323-215-0311. If it is after July 13, when all staff will be on site in Las Vegas, please call the on-site trade show office (the number will be provided in your final pre-show correspondence).

IV. AFTER THE SHOW

A. EVALUATION REPORTS

Summary reports from the tabulation of evaluations will be sent to speakers as soon as possible after the show. Attendees evaluate speakers on their overall presentation style, content value, adherence to non-commercialism policy and effectiveness of handouts and audiovisual materials. In panel presentations, moderators will also be asked to complete an evaluation. Every attendee evaluation is reviewed by AWFS and the reports provided to speakers include all hand-written comments from attendees. These are usually plentiful and lend very significant feedback to the speaker.

Questions, please contact Adria Salvatore at AWFS® - 323.215.0311 or adria@awfs.org