Presenter Checklist

July

Consider your AV Needs—July 31
- View the Presenter Resource Center for information about the standard AV setup. Send any additional needs to ASA by July 31 to SWPresenters@americanstaffing.net.

Reserve Your Hotel Stay *Before* Sept. 19
- [Click here](#) to view the most up-to-date hotel information on the Staffing World website**.**
- **Before you book your hotel stay**—please check your presenter agreement for any guidance on the process from ASA. Hotels do sell out, ASA recommends booking your hotel stay as soon as possible to guarantee your space at the convention hotel.

August

PowerPoint Slide Deck and Additional Workshop Resources—Deadline Aug. 31
- View the Presenter Resource Center for ASA's PowerPoint and workshop tips. Send presentation to ASA by Aug. 31. SWPresenters@americanstaffing.net

30-Second Video Clip to Market Your Workshop
- View the Presenter Resource Center for details on how to create and use your 30-second video.

Complete Your Conference Registration *Before* September 19
- Check your presenter agreement for any guidance on the process from ASA.

October

Check in with ASA to say hello and see if anything is needed: SWPresenters@americanstaffing.net. There are more than 120 workshops presenters at Staffing World this year, and staff will do their best to respond to emails and questions as quickly as possible.

Assessment Questions—Deadline Oct. 5
- View the Presenter Resource Center for details on assessment questions. Send to ASA by Oct. 5. SWPresenters@americanstaffing.net

On-site at Staffing World (Oct. 15-19)
1. Pick up your Staffing World name badge and convention bag at ASA registration, located in the Gaylord National Resort and Convention Center.

    Registration is open
    - Monday, Oct. 15: 3–6 p.m.
    - Tuesday, Oct. 16: 7:30 a.m.–7:30 p.m.
    - Wednesday, Oct. 17: 7:30 a.m.–7 p.m.
    - Thursday, Oct. 18: 8 a.m.–5 p.m.

2. Use resources in the Presenter Ready Room (location to be announced) to view your PowerPoint presentation before your workshop. There will be a projector, laptop preloaded with your presentation, internet connection, and a printer in case you would like to print slides.

    Also pick up a white PRESENTER ribbon here to display on your name badge.

3. Review the email sent to you from SWPresenters@americanstaffing.net with your final workshop details—this will contain your workshop room number. Go to the registration desk or ask any ASA staff member if you need assistance finding your workshop room.
    If you are unable to locate the email, the Staffing World convention notebook will also show you your workshop location.

4. Arrive at your workshop room 15-20 minutes before your session starts. The AV team will be around shortly before your presentation begins to mic and test you.