

# ASTD TechKnowledge® Conference & Exposition

## Speaker Responsibilities

### SESSION PREPARATION AND DELIVERY

- Read and respond promptly to emails and deadlines
- Read **Speaker Kit** website
- Follow **Guidelines** for workbooks and job aids
- Return speaker forms by the deadlines
- Use **Speaker Kit Session Planning** to prepare your session content, activities, and materials.

Review the **Session Evaluation Form** and keep it in mind as you plan your session. Three quarters of the session participants will use this form to evaluate your session, and the results will be used by conference program advisory committees and staff when planning future conference programs.

Prior to your session, review **Tips for Successful Sessions** which includes:

- Arrive to your session room 30 minutes before your session begins.
- Test your audiovisual equipment prior to the start of your session.
- Begin and end your session promptly.
- Review your session description and objectives with your audience. Be certain you deliver what has been advertised in conference promotions.
- Ask questions early to stimulate the learners and create a climate of participation immediately.
- Ask your room monitor to strongly encourage your audience to fill out and return the evaluation forms.

### EXPECTED BEHAVIOR

- Protect the dignity and social equity of all individuals and groups
- Ensure that concepts are portrayed as yours and not ASTD's
- Model ASTD values of an open approach to learning and growth.
- Focus your session content and delivery on learning, not a commercial for your products or services.

**You may mention your product(s) in context, but further promotion is prohibited.**

If the ASTD Book Store will stock your book or offer a book signing at the Book Store, please let your session audience know that ASTD has asked you to make that announcement.