



Speaker Logistics

Getting to the Conference

The Conference is being held at the Oakland Scottish Rite Center at 1547 Lakeside Drive, Oakland, CA 94612. The entrance to the venue is on Lakeside Drive, and the Speaker Registration table will be in the main entryway.

All attendees are encouraged to use public transit if possible. The conference venue is a 10-minute walk from the Lake Merritt BART Station and a 15-minute walk from either the 12th Street/City Center BART Station or the 19th Street BART Station. AMTRAK riders can transfer to BART at Richmond Station.

Parking at the venue will only be available for those with ADA-related needs. To request a parking space, please email Aurice Guyton, soeconferencemms@gmail.com. For attendees without ADA-related needs that plan to drive, parking is available at several public lots near the venue. Carpooling is strongly encouraged.

Check-in and Presentation Drop-Off at the Conference

- Please arrive at the conference at least **1 hour before your session begins** (45 minutes is enough for speakers in the morning plenary session). This will allow us to make sure we have your presentation loaded properly.
- When you arrive, please check-in at the Speaker Registration table to pick up your badge.
- Please upload your presentation by October 20, 2025. Add your presentation to this [Box folder](#).
 - Bring your presentation in 2 formats: 1) Power point, 2) PDF (This is for back-up. You will lose your animations, but it will eliminate any incompatibility issues).
 - **Label your talk as follows:** (Date of your presentation_Military time of your presentation_Last Name_SOE, i.e., 10.28.24_1325_Geiken_SOE)
- If you unable to send your presentation in advance, please follow these instructions:
 - Bring a flash drive or memory stick to Speaker registration table to transfer your presentation on the day of the event.
 - **Please conduct a virus scan on your memory stick before you drop it off.**
 - Bring your presentation in 2 formats: 1) Power point, 2) PDF (This is for back-up. You will lose your animations, but it will eliminate any incompatibility issues).
 - **Label your talk as follows:** (Date of your presentation_Military time of your presentation_Last Name_SOE, i.e., 10.28.24_1325_Geiken_SOE)
- **Plenary Presenters** – Take your presentation directly to the Main Theater (4th Floor) after checking in. A staff person will load your presentation onto the presentation computer.



- **Concurrent Session Presenters** – Drop off your presentation at the Speaker Registration table on the day that you are speaking.
 - First thing in the morning is best, but no later than:
 - 12 Noon for the first afternoon session.
 - 2:15 PM for the second afternoon session.

Speaker Prep Room

There will be a quiet room on the fourth floor where speakers can review their presentations on a computer. If you would like to use the quiet room, please inquire at the Speaker Registration desk. Laptops will be available for check-out by speakers and session chairs at the registration desk (we cannot leave computers unattended in the prep room).

Presentation Guidelines

Please read the Presentation Guidelines handout, which contains slideshow requirements and tips for effective presentations.

Presentation Rooms

Room assignments are included below and in the [Online Conference Program](#). All rooms are ADA accessible and will include a complete AV (Audio Visual) set-up. Links to the room descriptions are included.

- Morning Plenary Sessions and sessions in the Resilience Track will be held in the Main Theater (4th Floor), which can hold over 1000 people. Speakers will be up on the stage.
- Sessions in the Stewardship Track will be held in the Banquet Room (3rd Floor), which can hold over 300 people. Speakers will be at the front of the room at floor level. On Day 2, there will be a second Stewardship Track session held in the Grand Ballroom (1st Floor) during the 3:15-5:00pm timeframe. Speakers will be at the front of the room up on the stage.
- Sessions in the Living Resources Track will be held in the Red Room (4th Floor, right side of the Theater), which can hold over 150 people. Speakers will be at the front of the room at floor level.
- Sessions in the Water Track will be held in the Gold Room (4th Floor, left side of the Theater), which can hold over 125 people. Speakers will be at the front of the room at floor level.

AV (Audio Visual) Set-up for Conference



- Each room will be equipped with an LCD (power point) projector, podium with microphone, confidence monitor on the podium, remote control, timer, and laser pointer. The computers will be at the back of the room at the AV tech station (not on the podium).
- Not all presentation computers are set up with internet or sound. **If you need one or the other, please contact us ASAP and let us know, so we can determine if we can accommodate your request.**
- There will be a staff person or an AV technician in each room for the entire session to immediately address any problems that arise.
- Back-up equipment (laptops and memory sticks) will be available for check-out at the speaker check-in desk for session chairs and speakers. These are only available for back-up and for previewing presentations.
- If you have specific requirements, please contact Aurice Guyton (soeconferencecomms@gmail.com).

Session Coordination

Before the conference, session chairs will organize a practice session and/or a conference call to discuss how the session will be run. Please contact your session chairs if they have not already organized a practice session.

Moderation

The key role of the moderator is to keep the session on time. Moderators typically have a 5-minute period at the beginning of each session to introduce the session. After that, introductions for speakers should be kept to a minimum. Moderators can make a few transitional comments between each speaker or just introduce the next person. The audience will have access to speaker bios and abstracts. It is critical that the moderators keep the sessions running on time so people can switch rooms and see the expected presentations. Moderators will receive a set of announcements on their room's run-of-show document (produced by SFEP staff) that they will need to read off at the end of the session.

Presentation Timing

There will be timing lights in the room (green, yellow, red). A sample timing light process for concurrent sessions is included below. If your session has an alternative time allotment, which is the case for multiple concurrent sessions, make sure you communicate any changes to your confirmed session proposal with the conference planning team well in advance. They will be working with the AV



technician to set up alternate timing light queues, which will be listed in each room's run-of-show document.

- **Standard timer set-up for 25-minute time slot in concurrent sessions:** 20 minutes presentation and 5 minutes for Q&A
 - 0-15 minutes green
 - 15-20 minutes yellow
 - 20-25 minutes red (allows for questions and transition to the next speaker)

Q & A for Concurrent Sessions

Most sessions include a Q&A period after each presentation or at the end of the session. Moderators can choose to run the Q&A in several formats. Moderators should inform their speakers which format will be used prior to the session.

- Options for Q&A format
 - Have attendees line up behind a microphone to ask questions.
 - Pass a microphone around the room.
 - Have the person ask their questions without a microphone, then have the moderator repeat the question (recommended for small rooms only).
 - Create a Discussion Topic on Whova and have attendees add their questions to that post during the session. The moderator can then read selected questions.
- Q&A sessions can be led by the moderator, or, if it occurs directly after an individual presentation, by the presenter themselves.
- There will be one microphone in each room on a stand. The microphones are wireless, so they can also be passed around.

Emergency Contact

If something happens at the last minute and you are unable to make it to the conference at your scheduled time, please contact Liz Juvera (415) 778-6630 or Aurice Guyton (510-731-4425). You should also notify your session chair.