**Is there a presenter discount for the conference?**

Yes. Presenters do receive a discount. Simply select the “Presenter Registration” option when registering for the conference. You will need to login as a Member or Non-member first, then the presenter rate is available under both options.

**I am only coming in for my session. Do I still have to register?**

Yes. All presenters must register for the conference. One day registration is available, however, there is no discounted one-day rate available for presenters.

**Where will my session take place?**

All conference sessions and the exhibit hall will be at the Caesar’s Forum (this is NOT Caesar’s Palace) 3911 Koval Lane, Las Vegas, NV 89109. Session rooms will be available on the [Conference Website](http://www.ascaconferences.org/) and Conference App (available for download in the Apple App Store or Google Play) closer to the conference.

**What will my session room include and look like?**

All session rooms will have a podium, microphone, sound, an LCD projector and screen. Any additional audiovisual equipment that you will need for your presentation will be your responsibility. If you are using a Mac or tablet, please be sure to bring the appropriate adaptor to hook into a LCD projector.

**Will there be technical support?**

Yes. Rooms should be set up upon your arrival, but technical support will be stationed in the halls outside of the session rooms should you need it. They are usually wearing all black. If you’re unable to find someone to assist you, please contact Jen Walsh at 571-329-4096 or Kelly Frey at 571-329-3916. There will be a Conference Ambassador in each breakout room as well who will be able to contact Jen or Kelly as well.

**What if we have a speaker change?**

We cannot accommodate speaker changes to sessions that were accepted by the ASCA Conference Planning Committee.

**I have a scheduling conflict. Can I change my session time?**

No. We cannot accommodate changes to the conference schedule.

**Do I need to bring my own computer to present my session?**

**Yes. Presenters are responsible for bringing their own, reliable computer to present their session. If you’re using a Mac or tablet, please ensure you bring the appropriate adaptor. You are not permitted to present using a cell phone.**

**Do I need to submit my presentation beforehand?**

Yes. You are required to submit your presentation to Jen Walsh by **June 6, 2021**. No exceptions will be made; every session must turn something in for attendees to reference. **If your handout is a PowerPoint, please convert your PowerPoint to a PDF. Under the “Optimized for” select “Minimum size (publishing online)” option, then save as a PDF handout, with 2 slides per page. See below as an example. If you are providing multiple handouts, please combine them into one PDF document.** We do not suggest bringing hard copies of your handouts for environmental purposes, plus you never know how many attendees you’ll have in your room. All handouts are available to attendees digitally on the app or website.

**I do not want to use PowerPoint, what are my options?**

If you do not want to use the traditional PowerPoint, you can also use Prezi or other presentation tools, however, for consistency purposes we do require that you use the provided conference branding, logos and color scheme. Additionally, if you do not plan on using PowerPoint, you must provide a complete outline with resources and additional information to Jen Walsh that we can provide to attendees. No exceptions will be made; every session must turn something in for attendees to reference. Handouts are due to Jen Walsh by **June 6, 2021.**

**Do I need to bring my presentation on a flash drive?**

**You are responsible for bringing the presentation (and computer) with you to present at your session**. We recommend having a backup copy of your presentation saved on your local hard drive in the case of internet access issues or flash drive malfunctions.

**What is the dress code?**

While the dress code for the conference itself is business casual, we suggest presenters dress business professional on the day of their session.

**What is the ASCA Conference Social Media Toolkit for?**

You work hard on your presentations, so we encourage you to tell people about your amazing session. The social media toolkit provides some ideas of what you can share on Twitter and Instagram.

**What are the “I’m Speaking Graphics”?**

We are thrilled to have you as a speaker at the 2021 ASCA Conference and hope you’re equally as excited. We encourage you to use these graphics in your email signature and social media networks to share your enthusiasm and acknowledge the expertise you have and the contribution you’re making to the school counseling profession. Please be sure to share these with your approved co-presenter(s).

**How long should presenters spend on introductions?**

The most important information can be shared in 30 seconds. Make sure you share your name, institution, professional title, education background, and why you’re an expert on the topic you’re presenting. This should be similar to an elevator pitch.

**What is the conference hotel?**

You can always find the most current room block available on the [conference website](https://www.ascaconferences.org/agenda). ASCA does NOT use third parties for hotel reservations. Please do not give your information to anyone who calls you saying they are calling on behalf of ASCA or the ASCA Annual Conference.

**Who is the best person to contact at ASCA should I have an emergency during the conference?**

Please contact Jen Walsh, Director of Education & Training at ASCA. She can be reached via email at jwalsh@schoolcounselor.org or phone (call/text) at 571-329-4096.