



EPRI 2025 Summer Seminar

Presenter Know Before You Go

Overview

This document provides guidance on everything you need to know as a presenter for the 2025 Summer Seminar. This information will be covered in rehearsal, but it is highly recommended that you take the time to read this in advance. Please make sure you read this document if you are not attending rehearsal.

Housekeeping

Checking in

- Please be ready to go about 30 minutes before it is your slated time to speak.
- Check-in at the Commodore Ballroom foyer and a Meeting Tomorrow AV member will bring you to the Green Room, behind the stage inside the ballroom.

Green Room Area

- Once you are in the green room, you will meet with our audio technician and stage manager. They will get you mic'd up with a wireless lavalier or give you a handheld mic if that is your preference.
- You will be cued up by the stage manager when it is time to enter.
- For stand-and-deliver (solo) presenters, you will be entering Stage Right. There is an elevated small circle stage platform that you will stand on.
- For moderators and panelists, you will be entering Stage Left, on the side with the chairs and tables. Our stage manager will line you up in the correct order to be seated before you are released.

Presenter Resources

Speaker timer

- Located on the floor, facing you on stage is a speaker timer. Please use this as a guide so you know roughly how much time you have left in your presentation.
- If you go over time, the timer will hit 00:00.
- Do not worry, the timer is silent and will not make a noise, but please be mindful of your time as this is a stacked schedule.

Downstage monitors

- There are three large downstage monitors. Please use these as a guide. They will display your slides, notes, and Q&A/polling (if applicable).

Wireless remote clicker

- You will be given a wireless remote clicker to advance your own slides.

Handling Live Q&A

- We will not take questions after stand-and-deliver presentations or the Keynote Fireside Chat.
- We have allotted around the last 10 minutes of each panel for live Q&A.

- ### Leaving the stage

- ### Wardrobe Recommendations

- ### Room Diagram

