



COLLABORATE17
TECHNOLOGY AND APPLICATIONS FORUM
FOR THE ORACLE COMMUNITY

COLLABORATE 17 – OAUG Forum Speaker Orientation

Keys for a positive and successful
speaking experience

Prepared by: Erin Dupree, OAUG Education Manager

Session ID:

<IOUG> OAUG Quest

#C17LV

Agenda

- COLLABORATE 17 Overview
- Conference Registration
- COLLABORATE App
- Speaker Ready Room/Check-In
- Room Set-Up/Room Monitors
- Before, During and After Your Session
- Session Changes/Cancellations/Substitutions
- Presentation Materials
- Q&A

COLLABORATE 17 Overview

- Education – Over 1200 sessions in 17 tracks
- Networking Opportunities
- Exhibitor Showcase
- Detailed info regarding keynotes, wellness meetings and more at <https://collaborate.zerista.com>

Conference Registration

- Advance Online Conference Registration Required for all Speakers. **March 29th is the last day to register!**
- Check in at Onsite Registration Upon Arrival
 - Self-Service/Fast Track Check-In Available
- Attendee Conference Badge Required
 - Exhibit Hall Only/Booth Staff badges will not provide access to session rooms
 - Co-presenters must register and pay applicable attendee registration fee

COLLABORATE App

- Get the App: <https://collaborate.zerista.com>
- Build your agenda, network and connect
- Check your sessions for any posts/questions by attendees
- Session Info & Schedules Only Available in App or Web-based agenda manager
 - Printed session agenda will not be provided onsite

COLLABORATE App

- Session Evaluations
 - Completed by attendees in the app
 - Link will be available in the Session record
 - Please encourage attendees to complete the evaluation. We use this data to select future speakers and determine award winners
- COLLABORATE App Training Sessions
 - Sunday, April 2 - 11:30 AM–12:00 PM (Mandalay Bay Ballroom D)
 - Monday, April 3 - 8:00 AM–8:30 AM (Mandalay Bay Ballroom D)
- Onsite COLLABORATE App Assistance Kiosk

OAUG Speaker Ready Room

- Check-in 2 hours prior to session
- Breakers Registration Level 2
- Hours:
 - Sunday 8:00 a.m. - 3:30 p.m.
 - Monday 7:00 a.m. - 4:30 p.m.
 - Tuesday 7:00 a.m. - 4:30 p.m.
 - Wednesday 7:00 a.m. - 4:45 p.m.
 - Thursday 7:30 a.m. - 12:00 p.m.

Room Set-Up

- **Equipment Provided**

- Projector and VGA Cord (HDMI output cord only upon request)
- Screen
- 1 Wired Lav Microphone
- Laptop Speakers (pre-test recommended)
- USB PPT remote
- Wireless Internet Access *for Speaker Only*

- **Not Provided**

- Laptop/computer
- Laptop power cords
- Presentation PPT
- Telephone

Room Monitors

- Introduce yourself to the Room Monitor
- Check and scan speaker and attendee badges
- Conduct headcounts
- Pre- and post-session room checks
- Assist with any session room issues

Before Your Session

- Monitor your email and the COLLABORATE App for any schedule changes
- Check-in at OAUG Speaker Ready Room 2 hours prior to session
- Arrive at session room 15 minutes prior to session
- Introduce yourself as the speaker to the room monitor
- Set-up your laptop and load your presentation
 - Be sure to bring these items as they are not provided
- A/V techs onsite to assist with equipment issues/questions (black shirts)
- Notify room monitor if you need immediate assistance

During Your Session

- Start your session on-time
- Use the microphone
- Remind attendees to complete the Session Evaluation in the COLLABORATE App
 - Evaluation link will be available in the App the morning of your session

During Your Session

- Reminders
 - All sessions must be educational in nature
 - One slide for presenter(s) company information, one slide for presenter(s) information (maximum of 3 minutes)
 - Attendee lists will not be provided
 - Badge scanning is not allowed
 - Signage is not allowed
 - Flyers or promotional materials may only be placed on table in back of session room. Materials may not be handed out.
 - Contact information/business cards may be collected for a drawing, but must be shared with attendees beforehand

After Your Session

- Please exit the session room on time
 - Move post-session conversations to another location
- Check the COLLABORATE App for postings about your session, or post something yourself!
- Session evaluation scores will be available within 4 weeks post-conference
- Enjoy the rest of COLLABORATE!

Presentation Materials

- Uploading Revised Files
 - March 27 through March 31, 5 p.m. EDT
 - 1 week after the conference
- Available on COLLABORATE App
 - Prior to and 2 weeks post conference
- OAUG Conference Proceedings Flash Drive
 - Distributed at OAUG membership booth and Meeting of the Members
- OAUG Conference Paper Database
 - Materials available for OAUG member access by mid-May

Session Cancellations & Substitutions

- Notify us immediately if you are unable to present
 - Erin Dupree:
 - 404-477-5141
 - speakerprograms@oaug.org
- Submit a speaker substitution request if you are able to provide a replacement speaker
- Failure to notify us in advance will result in a one-year speaker suspension from COLLABORATE
- Contact your hotel if your arrival will be delayed to avoid losing your reservation or if you need to cancel.

Your Primary Contacts

OAUG Education Sessions:

Erin Dupree

404-477-5141

speakerprograms@oaug.org

- After March 30, any *urgent* communications should be done via email as we will be onsite.

Summary

- Advance online conference registration required
- Get and use the COLLABORATE App
- Check in at Onsite Registration upon arrival
- Check in at Speaker Ready Room 2 hours prior to session
- Arrive at your session room 15 minutes prior session
- Start and end your session on time
- Remind attendees to complete the Session Evaluations via the COLLABORATE App
- Don't forget
 - Laptop and all cords, PPT Presentation File
- Questions/Issues – contact Erin Dupree



Q&A

Please use the “Questions” box in your control panel

Thank You!

We appreciate your participation and the contribution of your valuable time and knowledge.

Enjoy Your COLLABORATE Experience!



@COLLAB_OAUG; hashtag @C17LV



COLLABORATE OAUG



Oracle Applications Users Group