



## 2017 InsideNGO Annual Conference

### Presenter Logistics FAQs

#### How do I get there?

Annual Conference Location: Walter E. Washington Convention Center, 801 Mt. Vernon Place NW, Washington, DC

Getting to The Convention Center: We highly recommend using Metro – there is a Convention Center stop on the Yellow line (called “Mount Vernon Square – 7th Street – Convention Center”). The next closest stop is on the Red, Yellow, and Green Lines (called “Gallery Place – Chinatown”) that is a 3 block walk to the Convention Center. Paid parking is also available with more information available online. For more information on getting to and navigating the Convention Center, please visit their [website](#).

Finding the Conference: The Convention Center has two buildings connected with an interior bridge over L Street. There are 3 common entrances to the building 1) 801 Mount Vernon Place, NW, 2) L Street NW and 3) Directly from the Yellow line Mount Vernon Place/DC Convention Center Metro station. InsideNGO’s Annual Conference is located on the 1st, 2nd and 3rd floors of the building facing Mount Vernon Square. There will be signs to direct you to the 2017 InsideNGO Annual Conference once you enter the building.

(Please note that although Washington, DC can be hot and humid in late July, the Convention Center tends to be very well air conditioned. We advise all Conference participants to wear layers and to be prepared for cool indoor temperatures.)

#### What do I do when I arrive?

ALL CONFIRMED PRESENTERS, whether attending the Annual Conference or simply presenting, must check in at the Presenter Registration table outside of Room #207B on the second floor.

Please note:

- If you are attending the Conference as a presenter for your session only, please check-in 30-45 minutes before the start of your session.
- If you bring with you a new or updated presentation, please alert the Presenter Registration staff upon checking in so that the correct presentation is loaded for your session.



### **Is there a space I can go to get ready?**

If you'd like a quiet place to work either prior to or after your session, please feel free to use the Presenter Prep Room (Room 305 on the 3<sup>rd</sup> floor).

### **What do I need to know once I get to my session room?**

Report to your session room 15 minutes before the start of your session.

Look for the InsideNGO Room Monitor when you arrive at your session. The Room Monitor will have a yellow STAFF ribbon on their name tag. The Room Monitor will:

- Bring up your presentation on the laptop
- If you brought hard copy handouts, they will take all hard copy handouts for distribution to the group
- Set up your microphone and projector remote ("clicker")
- If you prefer the Room Monitor to also advance your slides during your presentation, please inform them
- Handle your logistical session needs
- Give you a time warning as your session nears the stop time
- Run microphones to the audience members during the Q&A
- Assist with time-keeping (upon request); NOTE: Please allow 2 minutes at the end of your session for participants to complete the Evaluation Form.
- Remind attendees to complete their evaluations on the mobile app at conclusion of session.

A Session Liaison has also been assigned to your session. The Session Liaison will:

- Meet with you 10 minutes prior to the session
- Introduce you and the session
- Assist in question management if the room is crowded (and if there is no moderator in the role)

**Reminder about Recording:** We will be recording a variety of sessions this year and all speakers **MUST** use the microphones provided to ensure high quality recordings.

- You will be asked to sign an electronic Audio Recording Authorization Form at the Presenter Table.
- If an audience member asks a question or makes a comment without using a microphone, please repeat the comment into your mic before responding

### **Questions or concerns?**

- Before the Annual Conference, reach out to your InsideNGO contact for your session.
- During the Annual Conference, reach out to any of the InsideNGO staff members (wearing yellow ribbons on their name badges).