



Session Presentation Guidelines

MSA FORWARD 2022 Conference & Expo

May 19-22

Boston, MA

Thank you for presenting at MSA FORWARD 2022 Conference & Expo. We look forward to connecting again in person in Boston, May 19-22.

Slides and handouts

- Slide presentations must be uploaded via the [Speaker Service Center](#) by **April 29, 2022, 11:59 p.m. Eastern Standard Time.**
- PowerPoint slides should be set to widescreen (16.9 ratio). [How to set slides to widescreen.](#)
- All slides should be uploaded to the [Speaker Service Center](#) and formatted as a PowerPoint presentation. Please email events@museumstoreassociation.org if your presentation is in a different format.
- For safe measure, we recommend bringing your slide presentation on a thumb drive. In the event there are technical errors, or you need to make a last-minute edit.
- If you will be uploading video or a link to a video that you would like to run during your presentation, please email events@museumstoreassociation.org.
- Your slides will be filtered into your session room from the Speaker Ready Room. Your slides will also be available for attendees through the annual meeting website and mobile app. If you **DO NOT** want to share your slides publicly, please advise the A/V technicians when you arrive, or email events@museumstoreassociation.org in advance.

Uploading presentation slides and handouts to the Speaker Service Center

1. Log into the [Speaker Service Center](#)
2. Select Presentation and Handout Upload (highlighted “Click Here” in image below)

SPEAKER WELCOME & CHECKLIST

Welcome to speaker service center! Thank you for participating in AAM's 2022 Annual Meeting & MuseumExpo. Please use the buttons below to complete the items on the checklist.

PRINT

Speaker Checklist	Document/Link	Deadline	Completed
<input checked="" type="checkbox"/> Presenter Registration	Click Here	Sunday, May 22, 2022	Tuesday, Mar 1, 2022
<input type="checkbox"/> Poster and Handout Upload	Click Here	Sunday, May 22, 2022	
<input type="checkbox"/> Update your profile	Click Here	Monday, May 23, 2022	
<input type="checkbox"/> Presentation and Handout Upload	Click Here	Monday, May 23, 2022	

Update

3. Select the session title that you are uploading your slide presentation to.
4. Click the Add button. (highlighted "Add" button in image below)

- Upload handouts as a handout.

Title	Time
Trendswatch 2022: Museums as Essential Infrastructure	05/20/2022, 2:00 PM - 3:00 PM
No Files Found.	
Add	

Title	Time
The Role of Museums: Shifting Audience Perspectives and Trendswatching	05/22/2022, 11:45 AM - 12:45 PM
No Files Found.	
Add	

5. In the dialog box, select the Choose File button to find your PowerPoint slides.

aam2022.aam-us.org/upload_handouts_edit.cfm?session_key=55DBD7C8-F04D-A206-2B64-3E...

Handout Document Edit

Handout Document Format	<input checked="" type="radio"/> Handout File <input type="radio"/> Handout Link <input type="radio"/> Streaming Video
Upload Handout Max file size 50000 MB	<input type="button" value="Choose File"/> No file chosen
Presentation	<input type="text" value="Presentation File"/>

6. For slide presentation, select **Presentation File** on the Presentation drop down list. For handouts, brochures, or resources select **Handout File**.

Updating your presenter profile

While in the Speaker Service Center, please update your presenter profile. Make sure your, name, title and institution are correct. You can even upload your photo and bio. Be sure to add a mobile phone number so an MSA staff person can reach you in the event of an emergency.

When you arrive on-site – Speaker Ready Room

1. Check in at the registration desk located in the North Lobby at the main entrance of the BCEC – 415 Summer St., Boston, MA to obtain your presenter/attendee badge.
2. After registering, report to the Speaker Ready Room (Room 255) to check in.
3. In the Speaker Ready Room, you can review your slide presentations with the A/V technicians, meet with your sessions' presenters, and consult with staff.
4. If your slide presentation was uploaded to the Speaker Service Center by the April 29 upload deadline, please provide the A/V technicians with your session title(s) to confirm that your slides have been received.
5. The A/V technicians will add your presentation to a Speaker Ready Room laptop for a final review.
6. If you've made edits, or make edits after the April 29 upload deadline, please inform the A/V technician. You must bring your revised slide presentation on a thumb drive and provide it to the A/V technician to replace your presentation in the system. Please make sure this is done at least 1 hour prior to your presentation.
7. Your slides will be filtered into your session room from the Speaker Ready Room.
8. If you DO NOT want to share your slides publicly outside of your session, please advise the A/V technicians.
9. The Speaker Ready Room hours are Thursday, May 19 – Saturday, May 21 7:00 am – 5:00 pm and on Sunday, May 22 7:00 am – 11:30 am.
10. REMINDER, please bring your slide presentation on a thumb drive as a back-up.

Helpful tips before your presentation

- If you are on a panel, arrange a final call with your panelists. Make sure there are no updates or edits to your presentation. Coordinate a time to meet with your colleagues to them in the Speaker Ready Room before your session.
- Once you have registered and checked into the Speaker Ready Room, locate your session room. All MSA session rooms will be located on the first floor of the BCEC.
- Promote your session by telling your friends and colleagues that you are presenting. Use social media – Twitter Example: I'm presenting at #MSAFORWARD2022 Come find out about the Future of #Museums and meet other @MSAers. You can also send email messages to colleagues inviting them to register and attend your session, be sure to include the MSA FORWARD 2022 signature graphic located in the [Speaker Service Center](#).
- [Best Practices for creating Accessible PowerPoints and Inclusive Presentations](#).
- [Presentation Tips](#).

- [How to give a killer presentation.](#)
- [How you can make your slide presentation accessible.](#)
- [Adding closed captions or subtitles in PowerPoint](#)

Additional information

- Mark your calendars, there will be a Presenter overview and Q&A session **Wednesday, April 13.**
Join Zoom Meeting link:
<https://us02web.zoom.us/j/82373572654?pwd=TnBaWHk1L2dnblQa2JQUHpscIB2Zz09>
- As a reminder, MSA does not book lodging for presenters. To book a hotel visit the housing [webpage](#).
- To learn more about MSA FORWARD 2022 Conference & Expo, visit our website www.museumstoreassociation.org