[**ALA Speaker FAQ**](http://www.alanet.org/speakers/#faq)

* **As a speaker, do I get free access to the conference?**

You are welcome to attend the conference on the day(s) of your speaking engagement. This includes access to the Exhibit Hall and attendee breakfasts and lunches.

* What audiovisual equipment will be available in the conference rooms?

ALA will provide a standing lectern and lectern microphone, a wireless lavaliere microphone, 6 foot table and chairs, and an LCD projector with a screen.

* Do I need to use my own laptop for my presentation?

You will need to bring your own laptop and dongle if you use a Mac. Please go to the ALA registration desk to pick your speaker envelope, which will include your session room number, time, and speaker badge. Please wear your speaker badge at all times while on-site. Please arrive in your session room 15-20 ahead of time so that our AV company can assist you with set-up.

* When will I be able to set up for my presentation?

Depending on the session before you slated in the same room, please arrive 15-30 minutes prior to your session start time.

* Who will introduce me?

Session Managers, ALA member volunteers, are assigned to each session. They will introduce you and monitor your session should you need anything.

* How will the conference presentation materials be made available to conference attendees?

The presentation materials will be posted on the conference website and conference app approximately 2-3 weeks prior to the conference. Additional handouts/supplemental materials can be posted immediately after conference.

* Will my presentation materials/handouts be available in the session room?

No, presentation materials/handouts are posted on our website and the conference app prior to the event. Attendees WILL NOT have paper copies to refer to during your session. ALA will copy and distribute in-session exercise instructions or worksheets necessary for attendees to have during the session if they are submitted by the presentation materials deadline.

* When are my presentation and/or handout materials due?

Presentation materials/handouts are due approximately 4-6 weeks prior to the conference.

* Is there a preferred format for my presentation materials?

We require that you prepare and submit your PowerPoint® slide show using one of our ALA PowerPoint® templates. There are 7 template options from which to choose.

* If I am to receive an honorarium, when will I be paid?

Your honorarium will be made out and mailed to the address listed on your completed tax forms the day after your presentation.

* If I am to receive a complimentary hotel sleeping room, when will I receive my hotel confirmation number?

You will receive a hotel confirmation number from ALA about 1-2 weeks before the conference.

* Will I receive a copy of my session evaluations?

Yes, all speakers will receive a copy of their evaluations approximately one month after conference.

* What other info do I need?

ALA Speaker Guidelines and How Adults Learn — These resources will assist you in providing information relevant to the legal administrator as an audience in accordance to ALA standards and accreditation standards in ways that have been associated with positive outcomes.