



## Honored Lecturer Instructions

### Presentation Upload

- Presentations must be uploaded to the Speaker Portal site by **Monday, March 11<sup>th</sup>**. You will be sent a unique link where you can upload your presentation.
- Not Finalized? Not a problem! You can make changes to your presentation up until March 11th, and then again at the Speaker Ready Room on-site.
- A Financial Disclosure Slide is **required** at the beginning of your presentation – this will be held on screen for 5 seconds.
- All presentations will be presented as widescreen aspect ratio. It's easy to change your power point presentation into widescreen (16:9).
- Please check-in at the speaker ready station at least 3 hours prior to your presentation time to confirm or finalize your presentation.

### Time of Presentation

- All general sessions will be held in the Golden Gate Ballroom at the San Francisco Marriott Marquis.
- If you do not know when you are speaking please contact the AGS office or refer to the detailed program schedule that will be posted on the AGS website.
- Please arrive in the general session room 15 minutes prior to your lecture start time.