

GSA 2025 | Instructions for Speakers

Be aware of AV setup.	All meeting rooms are equipped with a PC laptop. Inspire Audio Visual will manage the upload process for all presentations. Presentations submitted to the Presentation Management System have been pre-loaded onto the laptop in your session room. Presentation laptops will not be connected to the Internet (no browser-based links).
Request AV Assistance.	Audio-visual technicians will be available to assist speakers. There are two ways to request assistance: 1.) Text-a-Tech to the tech helpline at 716-770-1264; include your name, room number, and issue. 2.) Click the “REQUEST ASSISTANCE” tab on the computer screen in the meeting room > Type your request issue and click the Send Request button.

Notes for Paper Session Chairs

Keep the presentations in order.	Ensure the speakers present abstracts in the order listed in the mobile app/program for attendees following a schedule. This will help meeting attendees manage their schedules and move from multiple sessions in one-time block.
Introduce presentations and speakers.	Meet the speakers before the session starts. Occasionally, a speaker will have a substitute present on their behalf. If this was a last-minute change, it most likely would not be noted in the program, so make sure you find out the person's name and affiliation for the introduction.
Keep speakers to their allotted time.	When there are five presentations in a session, presentations are to run no more than 18 minutes each (about 14 minutes for each presentation and 4 minutes for questions and discussion after each presentation). With fewer or more presentations in a session, adjust time accordingly.
Facilitate audience discussion.	Have a few “starter” questions in mind to initiate audience discussion if needed. If speakers do not show up, you can utilize the extra time for Q&A or a roundtable discussion.
A reminder that photography and videos are prohibited.	At the start of the session, please remind audience attendees that taking photographs and/or videos is not permitted during all GSA sessions. If a speaker elects to share their slides, they can be found in the mobile app through the end of the year.

GSA strives to host inclusive, accessible events that enable all individuals to engage fully. To ensure speaker presentations are fully inclusive, please be mindful and adhere to the following practices within your meeting room.

- When presenting, speak clearly and directly into the lectern microphone.
- During Q&A, use a microphone on the speaker head table to respond to all audience inquiries.
- Please ask that audience members queue up and ask their questions at the standing microphone in the meeting room's audience area.
- Repeat all questions into the microphone to clarify and ensure all attendees can hear the question.