

SACNAS Online Speaker Management Guidelines (for session chairs/co-chairs)

Thank you for your participation as a session chair for the 2010 SACNAS National Conference! To manage your speakers, session needs, registration, and onsite support, and to ensure all session information (including speaker details) are noted correctly in publications, we ask you to become familiar with the SACNAS speaker management system. Through this online system session chairs may:

- I. Accept the funding agreement for their session
- II. Add speakers to their session and distribute SACNAS travel, lodging, and/or registration funding (if any) to specific speakers
- III. Conduct self-funded session speaker management
- IV. Submit all required speaker materials and forms (conference registration, professional title, scientific symposium or keynote talk title, AV requests, and biography and photo for online agenda)
- V. Monitor speakers and speaker materials status, including sending reminders to speakers

Reminder: Speaker registration, AV request, lodging/travel support requests, and materials submission deadline: **May 30, 2010**.

[See below for detailed instructions:](#)

I. Accept Funding Agreement (required for all chairs/co-chairs)

1. Log into your MySACNAS account
2. Go to the link "**Manage Your Sessions**"
3. Click on the title of your session
4. Go to the "**Speaker Management**" button
5. Review the Funding Agreement, check the "**yes**" box and click on the "**I agree**" button.
6. If the session is not being funded by SACNAS skip step II.

II. SACNAS-funded or partially Funded Sessions

1. After accepting the Funding Agreement the list of session chairs will appear as well as the option to invite a speaker. **Note:** Speakers must be invited through the online system in order to officially join the session.
2. If the session is being funded or partially funded by SACNAS it will be marked as "**SACNAS Funded**" and there will be "**Edit**" links for the session chair(s). To assign any SACNAS funded registration, travel and/or lodging to a chair/co-chair click the "**Edit**" link of the corresponding co-chair.

3. The number of registrations, travel and lodging approved by SACNAS for the entire session is listed above. To assign an item, select **“Add”** for each of the items you are assigning and hit the **“Submit”** button.
4. Click on the link **“Back to Session Speakers”** to go back to assigning registration/travel/lodging. You may click **“Edit”** at any time to make any changes for any of the participants. **Any travel/lodging or registration awards not assigned by June 1, 2010 will be void.**
5. **To invite a speaker:** Go to the page where the chairs are listed, and find the **“Invite a Speaker”** button.
6. Enter the First Name, Last Name and Email address of the speaker and select any SACNAS funding offers (registration/travel and/or lodging) that you are assigning to that speaker.
7. You may enter any additional comments for the speaker you are inviting in the **“Custom Text for Email”** box.
8. When you are done typing your message, scroll to the bottom of the page and click the **“Preview”** button.
9. You may review the email and then click the **“Send”** button. (Note: you will receive a copy of this email).
10. If you would like to invite another speaker, click on the link **“Back to Session Speakers”** and click on the **“Invite a Speaker”** button again. Repeat steps 5-10.
11. If you would like to go back to Managing your Session click on **“Back to MySACNAS”**.
12. You will receive an automatic email when the speaker you have invited has accepted the invitation.

III. Self-funded Sessions Speaker Management (i.e., not funded by SACNAS)

1. After accepting the Funding Agreement the list of session chairs will appear as well as the option to invite a speaker. **Note:** Speakers must be invited through the online system in order to officially join the session.
2. **To invite a speaker:** find the **“Invite a Speaker”** button.
3. Enter the First Name, Last Name and Email address of the speaker.
4. You may enter any comments for the speaker you are inviting in the **“Custom Text for Email”** box. We suggest that you indicate to the speaker whether their travel/lodging and registration expenses will be covered or not by the institution(s) sponsoring the session.
5. When you are done typing your message, scroll to the bottom of the page and click the **“Preview”** button.
6. You may review the email and then click the **“Send”** button. (Note: you will receive a copy of this email).
7. If you would like to invite another speaker, click on the link **“Back to Session Speakers”** and click on the **“Invite a Speaker”** button again. Repeat steps 2-6.

8. If you would like to go back to Managing your Session click on “**Back to MySACNAS**”.
9. You will receive an automatic email when the speaker you have invited has accepted the invitation.

IV. Required Speaker Items (Submission Deadline: [May 30, 2010](#))

1. **Conference Registration:** chairs/co-chairs and speakers must register for the SACNAS National Conference in order to access and submit all speaker forms.
2. Speaker Items include the following:
 - a. ***Speaker Professional Title** – for conference program publication.
 - b. ***Talk Title** – for conference program publication
 - c. **AV Requests Form**
 - d. **Biography and Photo** – for SACNAS website agenda (optional)

***Any title changes submitted after May 30, 2010 will not be noted in the conference program.**

V. Monitor Speaker and Speaker Item Status – sending reminders to speakers

1. Chairs/co-chairs should log into the Speaker Management System regularly to check the status of speaker invitations, registrations and required items.
2. Chairs/co-chairs have access to sending email reminders to speakers from the management system. Please note that you are responsible for following up with your speakers and ensuring that they submit their materials submissions by the posted deadlines.
3. **For Scientific Symposia each speaker will have a time slot that will be listed in the conference program. The speakers will be listed alphabetically unless otherwise requested.**

Additional Assistance

If you have any questions or need assistance with any aspect of your session and/or speaker management please contact Bryana Britts, program manager, at bryana@sacnas.org or (831) 459-0170, ext. 238.