Our most amazing presenters and panelists,

Our attendees eagerly await your excellent instruction next week! We are deeply grateful for the time, energy, and preparation you have put into helping us empower Latter-day Saints to share Christ's light and truth more effectively.

Dress
Please wear business casual or business formal. Attendees will be in business casual.

Address
UVU Sorensen Student Center (800 W University Pkwy, Orem, UT 84097).

Please arrive at least 30 minutes before your session to allow time for parking and check-in.
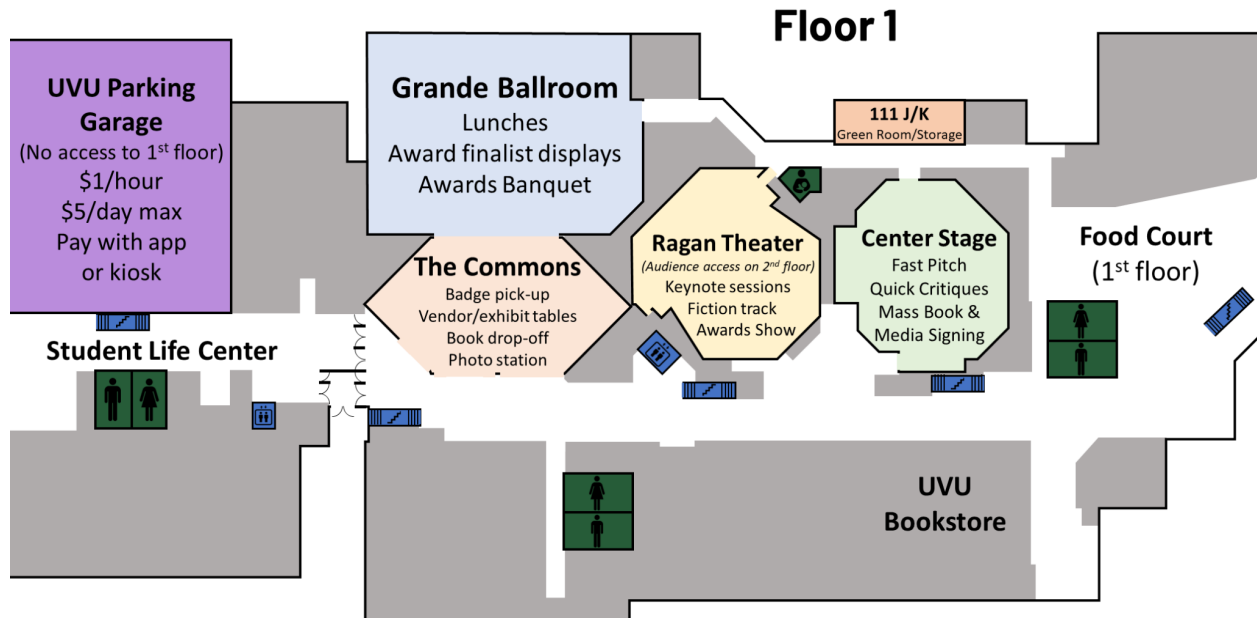
Parking
- **Free parking:** All of UVU's yellow-permit parking lots are free (because of UVU's fall break)—see yellow lots in map below.
- **Paid parking:** The UVU Parking Garage (red rectangle in map below) is the closest parking to the Sorensen Center. It is normally $10/day, but we have negotiated a special rate of $5/day. After you park, note your parking space number and pay at the kiosk by the elevators. The parking garage will let you onto the 2nd floor of the Student Life Building. From there, take a left to get to the Sorensen Student Center.
- **Public transit:** The UVX (Utah Valley Express) bus line has a station on the south side of UVU campus. This **free** bus line has service every 15 minutes from 6:45 am to 10:45 pm and connects the Orem Frontrunner (light rail) station, UVU, University Mall, BYU, downtown Provo, and the Provo Frontrunner station. See UVX schedule.
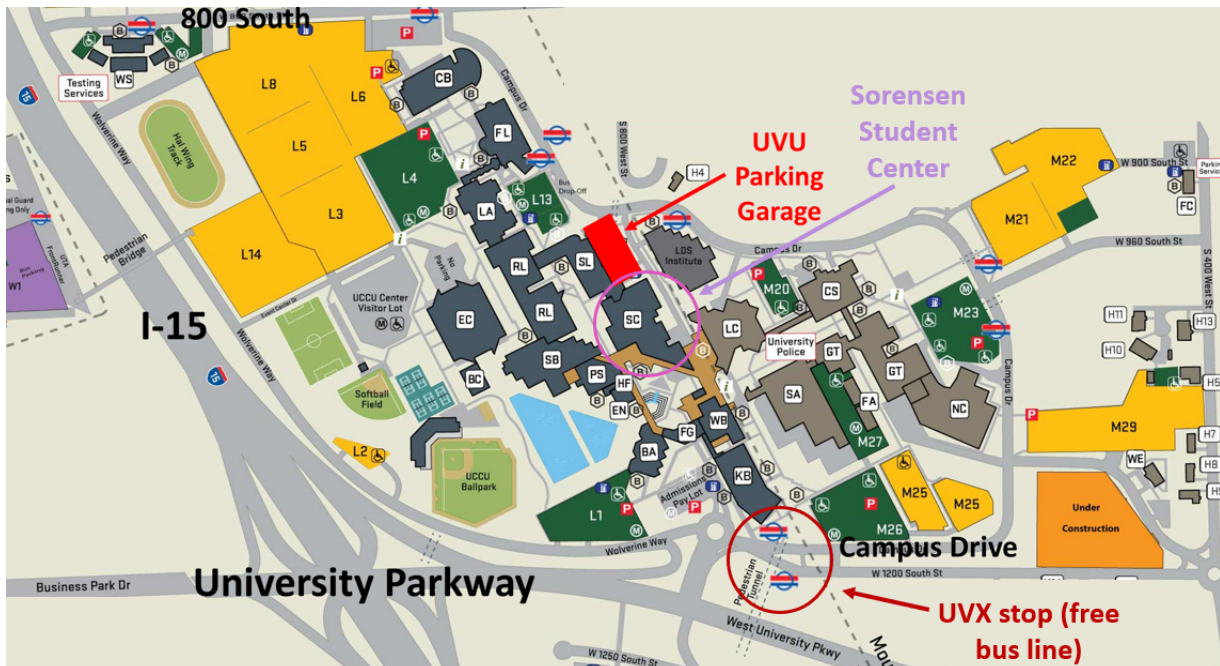
Check-In

The registration desk is in The Commons on the first floor of the Sorensen Student Center:

Floor 1

UVU Parking Garage
(No access to 1st floor)
$1/hour
$5/day max
Pay with app
or kiosk

Student Life Center

Grande Ballroom
Lunches
Award finalist displays
Awards Banquet

111 J/K
Green Room/Storage

The Commons
Badge pick-up
Vendor/exhibit tables
Book drop-off
Photo station

Ragan Theater
(Audience access on 2nd floor)
Keynote sessions
Fiction track
Awards Show

Center Stage
Fast Pitch
Quick Critiques
Mass Book &
Media Signing

Food Court
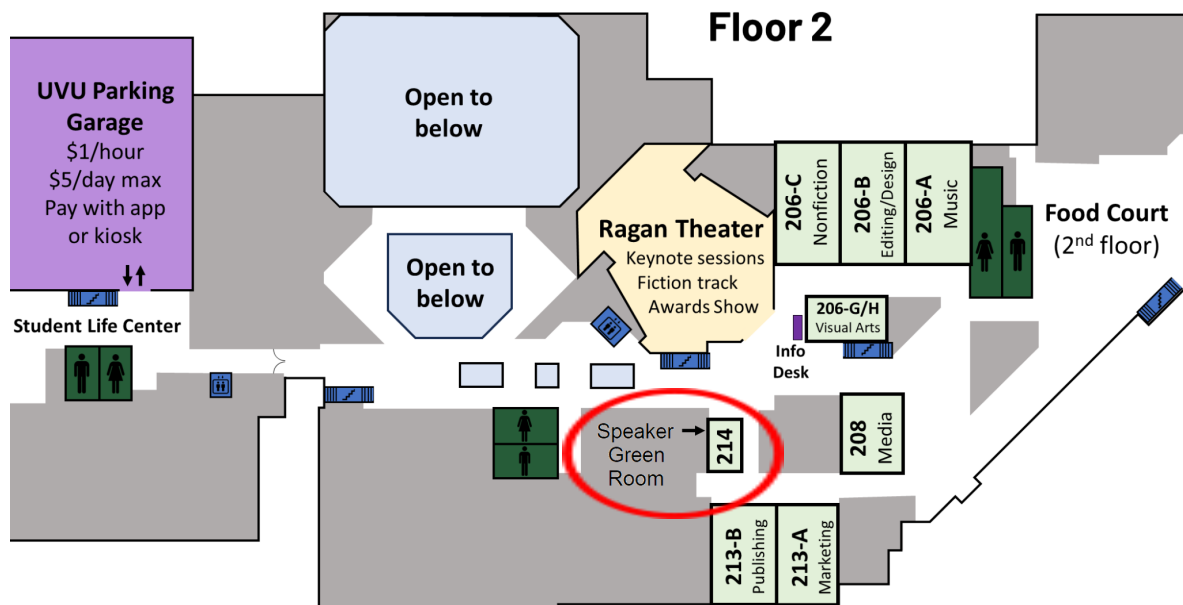(1st floor)

UVU Bookstore

There you will receive your name tag, lanyard, conference tote bag, and program booklet. Your name badge will come with a presenter ribbon.

Thank-You Gift

We have a special thank-you gift for each presenter! Please pick it up at some point from the registration desk.

Green Room

Room 214, on the second floor, is reserved for speakers to use as a green room:

Floor 2

UVU Parking Garage
$1/hour
$5/day max
Pay with app
or kiosk

Student Life Center

Open to below

Open to below

Ragan Theater
Keynote sessions
Fiction track
Awards Show

206-C Nonfiction
206-B Editing/Design
206-A Music

Food Court
(2nd floor)

206-G/H Visual Arts
Info Desk

Speaker Green Room → **214**

208 Media

213-B Publishing
213-A Marketing

Romo 214 will have chairs, tables, snacks, and water bottles. You can use this room to take a break, prepare for your presentation, or store supplies that you don't want to carry around all day. (If you store things in here, please label them clearly, and do not leave valuables.)

Schedule

You are welcome to stay for as much of the conference as you'd like, including lunches both days. The conference runs from 8:15 a.m. to 5:00 p.m. both days.

See the full conference schedule for the day, time, and room number of your presentation.

Conference Booklet

Here is the digital version of the booklet you will receive when you check in.

Room Facilitator

There will be a volunteer room facilitator in your room ready to help you set up your presentation, distribute handouts, etc.

Session Length

Your presentation lasts 50 minutes. You (or, for panelists, the panel moderator) are responsible for starting your own session and introducing yourself. (Unlike previous years, room facilitators will not be starting your session for you.)

There will not be any bell to mark the end of the session. Your room facilitator will hold up 10-minute, 5-minute, and 1-minute cards to help you stay on track.

It is important that you end on time (at the X:50 mark) because there are only 10 minutes between your class and the following breakout sessions or general session.

Q&A

We encourage you to leave 10 minutes for Q&A, or intersperse it throughout your session.

PowerPoint Do's and Don'ts

- Don't have small text (20 pts or less is too small)
- Don't have a lot of text on one slide. Break it up.
- Don't overlay text on top of an image or busy background
- Don't put text close to the bottom of the slide (in case you, the podium, or someone's head blocks a person's view)
- White text on a black background is easier on the eyes (and our cameras) than black text on a white background.
- DO make sure there is strong color contrast between text color and background color.
- DO have amazing, helpful, and relevant information! (Of course you will :)

Referencing Faith and Testimony

Our conference is unique in that it explicitly combines professional development with the restored gospel of Jesus Christ. Please feel free to tie in quotes from the scriptures and prophets, share spiritual experiences related to your work, etc.

Self-Promotion Etiquette

Excessive self-promotion (of your coaching services, latest book, online course, etc.) is off-putting to attendees and damaging to your credibility. If you have a resource/workshop/class that is related to your topic, a brief mention at the end of your class is sufficient. Offering attendees a special discount for that product is okay, as long as the mention is, again, brief. (Offering a free digital resource, handout, or download is just fine.)

Recordings

We will be recording each breakout session. There will be a camera and camera operator in the back of the room. Make sure they are rolling before you begin your session.

Recordings will be made available to conference attendees and presenters from mid-November 2023 through February 2024. You can access these recordings through the [Conference Attendee Portal](). (Unlock it with the code **LDSPMA2023**.)

Microphone

For presenters in rooms 208 (Media Track) and 206-G/H (Visual Arts Track):
Your room will have a lapel (lavalier) mic. Please put it on and verify that it's turned on before beginning your session. This mic is capturing audio for our camera recording and is not connected to the room's sound system.

For all other presenters:
Your room will have a wireless handheld mic on a stand. Please use this mic as you present, for two reasons: (1) It will feed into the room's sound system, helping everyone hear you clearly, and (2) we are capturing this audio to use when we edit the session recording.

When an audience member asks a question, please repeat/summarize the question before answering it, so that the audio recording will catch what the question was.

For panels, please pass the wireless handheld mic around to each panelist.

Guest WiFi

To access WiFi, click on the "Wolverine WiFi" option. You will be redirected to a WiFi registration page. Click the "Connect to Open Public Network" button.

Despite the presence of WiFi, **we highly encourage you to play any slides or media off local files**, in case you have trouble connecting to the internet. (For example, use PowerPoint instead of Google Slides, or use a local mp4 file instead of YouTube.)

Presenting Slides and Multimedia

Each room has either a large wall-mounted TV screen or a projector, with an HDMI cable for visual and audio input. Please bring your own laptop to show slides and multimedia. You will need either a laptop with an HDMI port, or the requisite adapter to connect your laptop to HDMI.

HDMI Cable: *Example adapter: HDMI to USB-C*

HDMI Port:

If you have neither, please email me to let me know, and send me any slides or media you plan on using. I will then arrange for a volunteer's laptop to be in your room with the media loaded onto it.

Connecting Your Laptop

Once hooked up via the HDMI cord, find the touchscreen on the wall or podium to wake it up. Set the input source to HDMI. You can also adjust the volume here.

If you plan to play audio or video, test it before you begin your presentation.

Troubleshooting Sound

If the sound is playing from your device instead of through the room's sound system, check the output setting on your computer:

- Macs: Apple menu > System Settings > Sound > Output
- PCs: Start menu > Settings > Sound > Output

Tech Help

Besides the room assistants, we will have a UVU tech person and several LDSPMA personnel circulating to help troubleshoot any tech issues.

If you want to test your tech set-up in advance, all the breakout session rooms will be open and unoccupied from 7 to 10 am each morning and during the lunch hour (12-1). You can also test your tech in the speaker green room, room 214.

Who To Contact the Day Of If You Have Any Problems or Questions

Jeremy Madsen (Operations Manager): 801-473-9540
Sandi Rytting (Registration Manager): 801-574-8260
Rosario Monge (Volunteers Manager): 650-605-5395

Looking forward to seeing each of you!

Best,

Jeremy Madsen
801-473-9540
Operations Manager
Latter-day Saints in Publishing, Media, and the Arts