



## Stage and Book Buzz Session Details

### Website

Visit the Conference Scheduler at this link: <https://2023alaannual.eventscribe.net/>. On the left side navigation bar go to “Library Marketplace”, then “Live Stages”.

### FAQs:

#### What is the location of my stage?

Book Buzz Theater	Next to Booth 5226
Chapter One Stage	Next to Booth 1342
Diversity in Publishing Stage	Next to Booth 5240
Graphic Novel / Gaming Stage	Next to Booth 1326
PopTop Stage	End of 1600 aisle
Tech Talk Stage (Saturday only) / Look of Books Stage (Sunday only)	End of 2400 aisle
What’s Cooking Stage (Saturday and Sunday only)	End of 4700 aisle

See [this link](#) for the Show Map.

#### What is the schedule/breakdown for my timeslot?

Your assigned date/time was listed on the confirmation email. You can also check the [Conference Scheduler](#) for your date/time. Plan to arrive at least 10 minutes prior to your session in order to keep on schedule. Make sure to end at your designated time.

- **Stage Sessions:** Time slots consist of a 30-minute reading, discussion, or presentation including Q&A followed by a 20-minute book signing.
- **Book Buzz Sessions:** Time slots consist of a 30–45-minute presentation.

#### Where should we ship and store our books for the book signing? (Stage Sessions)

Ship them to your booth. We recommend you send them with your booth shipment. All shipping information can be found in the online exhibitor manual (<https://ordering.ges.com/071601661>).

#### When will the book signing take place? (Stage Sessions)

Immediately following the presentation there will be the opportunity to host a book signing. Each stage will have a designated area within the stage location for this, set with an 8’ skirted table and two chairs. Book signings are to be conducted within your 50-minute time slot. If you have a queue of attendees who still want a book signed after your session time has ended, you can invite them back to your booth for signing.

### **How many books should I bring to the book signing? (Stage Sessions)**

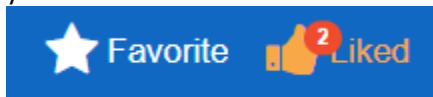
75-100 books are recommended, but we can't guarantee attendance of your session, so use your discretion. Please bring the books for your book signing to the designated area at the time of the presentation. This ensures there is no disruption to other sessions.

### **I can't move my books to the stage. I need assistance. (Stage Sessions)**

If you need assistance moving your books to the stage, please make arrangements at the GES Service Desk to schedule this service at your own cost. The delivery cannot be scheduled more than an hour prior to your presentation to accommodate for other presenters prior to your session.

### **How many people will attend my session?**

You may check the [Conference Scheduler](#) to monitor the number of people that have "favorited" and "liked" your session. This is not a true number, but it can give you an idea.



### **How will the stage areas be set?**

Stages will be set with (1) podium, (2) 6' tables, and 4 chairs.

The book signing area will have (2) 6' tables, and 4 chairs. (Stage Sessions only)

### **What AV is included?**

Basic audio-visual elements will be pre-set for your use. These include:

- Projector and screen, HDMI
- Windows laptop with MS Office (Powerpoint, Word, Excel) and the Adobe pdf reader.
- You may bring your own laptop if you have concerns about the compatibility of your presentation with the provided laptop (fonts, embedded elements, etc.)
- If your device does not have an HDMI output, please bring the appropriate adapter/dongle
- One wired microphone on the lectern
- Two desktop wired microphones on the head table
- One wireless hand-held microphone to be used for audience Q&A (if desired)

ALA provides complimentary Wi-Fi access to all presenters and attendees, but please remember that there are no guarantees of internet performance. Presentations should not rely on internet – please be sure to embed all audio/video elements and avoid presenting live online surveys through the presentation laptops.

Other equipment may be available for rental for your presentation (extra microphones for example), but they must be rented separately at your expense from our AV provider Datasis. **Such add-ons orders must be placed on or before June 2.** Please contact Bruce Campbell [bcampbell@datasis.com](mailto:bcampbell@datasis.com) with questions.

### **Where do I send my presentation?**

Please email your presentations (or a link to your presentations) to [ala@datasis.com](mailto:ala@datasis.com) **BY FRIDAY, JUNE 2.**

Presentation file name format: **Presentation Title \_ Date \_ Time \_ Stage Name.**

For example: Popular Topics Today \_ June 24 \_ 230PM \_ PopTop Stage.

**Note:**

“Online” presentations (such as Canva or Prezi) must be downloaded and saved to files before submitting; although internet will be available, we don’t want to rely on it solely for your sessions.

Presentations will *not* be accepted during the conference. You must submit them by June 2 or you cannot use a presentation during your session.

The screen aspect ratio on-site will be 16:9 wide format.

PowerPoint templates are available in the [Exhibitors & Publishers Promotion Toolkit](#) for your use.

**Can I test my presentation onsite?**

On Saturday June 24 from 8am-9am, you will have an opportunity to test your presentation at the Book Buzz Theater (Booth 5226) to make sure slides and photos are working properly. This is open to all live stage presenters and will be facilitated by Datisis. This is an opportunity to test your presentation via laptop only. This is not a sound check to practice your presentation. You will be working from the AV tech table to make sure everything that was submitted by June 2 is working properly.

**How can I get speaker badges?**

The main exhibit contact should register the Book Buzz and Stage speakers as exhibit staff. Our registration partner, CompuSystems, is the official vendor for Exhibitor Badge Registration.

CompuSystems has emailed Login credentials for [Exhibitor Registration](#) to the Company’s Main Contact. Use the “Forgot password” link on the site if you have misplaced your password. If your email is not recognized on the registration platform, please email [ala@heexpo.com](mailto:ala@heexpo.com).

Within the Exhibitor Registration portal, you will see an optional field for “Author / Illustrator”. Please select that field for any staff you are registering for Book Buzz and Stage speakers.

NOTE: Exhibitor badges are for exhibit personnel only and cannot be ordered for customers or guests.

All those attending the ALA Annual Conference are encouraged to read ALA's [Community of Care at ALA Conferences](#). We ask that you please distribute this information to all booth staff.

**How do I ask for special accommodation?**

Please let us know at [ala@heexpo.com](mailto:ala@heexpo.com) if you need any special accommodation, ie: wheelchair ramp, etc. for your sessions so we can plan accordingly.

**What if I haven’t paid my invoice?**

Stage Sessions: \$200 each

Book Buzz Sessions: \$600 each

If you haven’t done so already, be sure your Stage / Book Buzz session invoices have been paid. All invoices are due upon receipt and must be paid before your Stage presentation can take place. Unpaid invoices may result in the removal of your Stage participation from the Annual Conference schedule. If you are unsure contact [ala@heexpo.com](mailto:ala@heexpo.com).

**Who are my onsite contacts for the stages? (Phone numbers to be used during on-site only)**

Book Buzz Theater	Next to Booth 5226	Mary Oberman	678-488-4377
Chapter One Stage	Next to Booth 1342	Lili Erickson	630-470-3498
Diversity in Publishing Stage	Next to Booth 5240	Celeste Anding	504-319-3669
Graphic Novel / Gaming Stage	Next to Booth 1326	Lili Erickson	630-470-3498
PopTop Stage	End of 1600 aisle	Tina Vickery	630-533-1741
Tech Talk Stage (Sat) / Look of Books Stage (Sun)	End of 2400 aisle	Tina Vickery	630-533-1741
What's Cooking Stage	End of 4700 aisle	Celeste Anding	504-319-3669

**How can I help with marketing?**

Please take some time in the coming weeks to post about your participation. To make it as easy and convenient as possible, there are sample social media assets **and PowerPoint templates** in the [Exhibitors & Publishers Promotion Toolkit](#). And don't forget to use the hashtag #ALAAC23 so we can see (and reshare) your posts on the ALA channels! We encourage everyone to advertise the event through your own marketing channels.

**For Book Buzz Only**

**Recordings (Book Buzz Only):**

All sessions will be video recorded, synchronized, edited and included on the post-show recordings website. Participating publishers and full-registered attendees will have access to this site at no charge. All presenters must sign a release to be included in the recordings.

**Book Buzz Tasks:** done through the Cadmium Education Harvester.

<https://www.conferenceharvester.com/harvester2/login.asp?EventKey=IUJVVXSP>

- **Book Buzz – Add Your Presenter(s) and Sign Speaker Agreement(s) (Deadline: June 22)**

A unique email is required for each presenter. Once added, a log in button will appear for each presenter. Each presenter must log in and sign the speaker agreement and consent form. You also have the option to log in and perform this task on the presenter's behalf. **\*\*Each presenter must sign a speaker agreement and consent form in order to present on the Book Buzz stage.\*\***

- **Book Buzz – Presentation and Recording Agreement (Deadline: June 22)**

Each presenter must sign a speaker agreement and consent form in order to present on the Book Buzz stage.

**Book Buzz Sessions:** Refer to the [Catering information](#) in the exhibitor manual if you will be ordering catering during your Book Buzz session.

Please contact us at [ala@heiexpo.com](mailto:ala@heiexpo.com) if you have any questions about your participation. We look forward to seeing you in Chicago!