



Sustainability Showcase

October 28 – 30, 2019

<https://sustainability.gatech.edu/showcase>

Kendeda Building for Innovative Sustainable Design
422 Ferst Drive NW, Atlanta GA 30313

Instructions for Presenters

CREATING THE NEXT

Sponsored by:

Brook Byers Institute for Sustainable Systems
Office of the Executive Vice President for Research
Kendeda Building for Innovative Sustainable Design
Sustainable Design & Manufacturing Lab
Ray C. Anderson Center for Sustainable Business

Before the Showcase: So that we have a count, **register to attend the showcase** at:

<https://www.eventbrite.com/e/georgia-tech-sustainability-showcase-tickets-75913646761>

To facilitate connection-making and collaborating, **we want to collect some basic information from you** (biosketch, current and pending projects working on, and abstract of presentation). Upload this data at:

https://gatech.co1.qualtrics.com/jfe/form/SV_9T9RJ0TGEjk2Amx

Venue: Kendeda Building for Innovative Sustainable Design (also known as “**the Living Building**”), 422 Ferst Drive – this is the brand-new building next to the Marcus Nanotechnology Building. We will be in the large main lecture room on the 1st floor (you can’t miss it, we promise). The Showcase will be the only event in the building that day and we have the run of the whole building.

Time: Every presenter will have **5-7 minutes to share their work and interests**. Morning sessions will begin promptly at 9AM and afternoon sessions will begin promptly at 1PM. Presentations will occur in the order they are listed on the program. Ideally, you will attend from the beginning of the session and stay to the end, but if not possible, please estimate your approximate presentation time and **plan to arrive at the venue at least 45 minutes before your estimated presentation time**.

Logistics: Because of the large volume of speakers and speed of the program, **NO SLIDES will be allowed in presentations**. Presenters will be provided with a hand-held microphone, and are required to use it. Presenters will move to the “on-deck” seating area located at the front-right area of the room at least 30 minutes prior to their estimated presentation time. At the conclusion of the previous speaker’s presentation, the presenter will enter the stage from the right. At the conclusion of the speaker’s own talk, the presenter will exit to the left. On stage seating will be provided for presentations that include a panel of speakers. All speakers on the panel should enter and exit the stage together. Each speaker in a panel is accorded the same 5-7 minute time allotment as individual presenters. The audience will NOT be permitted to ask questions to the presenters while on stage (i.e., **NO onstage Q&A**).

Video: We have contracted with a professional video production company (Dave Shapiro Enterprises) to capture all the presentations and peripheral activities of the Showcase. **Your presentation will be recorded, and you will be provided a copy** for your personal or professional use. You might post to a website or social media to connect with prospective students, colleagues, or sponsors; or you might keep it private and learn how you can improve your “pitch.” You decide.

Making Connections: In lieu of any on-stage Q&A, the audience will be encouraged to catch presenters as they exit the stage and **move to other parts of the venue for deeper discussions**. Bring business cards to exchange. There will be ample food and drink for you to enjoy throughout the day. Make every effort to **come to the Living Building for lunch each day of the Showcase**. Bring a colleague, a friend, or a student. **Check out the posters** and the building. Come for other sessions. **Learn who is doing what** at GT.

Do’s and Don’ts: Practice your presentation. The 5-7 minute timing will be strictly enforced. Practice to speak no more than 5 minutes to ensure you don’t run over the limit. Do not steal someone else’s time! **Avoid jargon and highly technical details**. The primary audience is your colleagues at Georgia Tech, but they may not be from your school, unit, or college. They may work on your same topic, but from a wholly different perspective. Let them find you. **Introduce yourself**. Relax, have fun, eat, drink, and take full advantage of this very rare opportunity to learn what your colleagues are doing and to socialize with them. Do not just show-up, present, and leave. **Explore the Kendeda Building for Innovative Sustainable Design**. This is the most environmentally advanced education and research building ever constructed in the Southeast – and here for you to use.

After the Showcase: We are holding resources in reserve to disperse to presenters further nurturing collaborations resulting from the event (e.g., lunches, workshops, seminars, travel grants, etc.) or for developing communications productions that serve as accelerators toward each investigator’s prospects. **Look for information about these micro-seed grants in future communications**.