



**Please visit the EBA staff at the registration desk if you need a Mothers' Room*

We will have the full conference program and session locations available at EBA's registration table on the Ballroom Level of The Westin Washington, DC Downtown. When you arrive, please check in on the iPad kiosks at our registration table to get your badges, and if you have any last-minute questions, staff will be there to help. *Please be sure to also sign in at EBA's CLE check-in table, if you need CLE credit for the conference.*

15 Minutes before your session starts, please go to the room in which your panel will present and meet with the A/V team. They will be set up at the back of each room and will get every speaker mic'd.

1. Insight based on feedback that we've received in previous years especially related to speakers.
 - a. First, try to limit the time you spend introducing yourself so that you can get into the content of your presentation faster. Everyone has access to a copy of your bio, so you shouldn't need to prolong the introductions.
 - b. Second, please be aware of the microphones on your lapels, and any noises that they may pick up. There should be an A/V team member in the room with you in case we run into any problems.
 - c. We wanted to make you aware that we are recording every session for our Learning Management System and we will have a photographer floating around throughout the first and second day. Related to this – if you're taking notes or reading from your notes, please try to stay engaged with your panel mates and the audience and not be head-down for long periods of time.

- d. There will be a staff member or volunteer in each session at the beginning and end to help troubleshoot, and run mics for Q&A. We are wearing the EBA lanyards.
2. Last administrative things:
- a. If you did not register yourself, we registered you for the day that you are speaking only, with no specifications about dietary preferences or add-on events like our ALJ Reception or Women in Energy lunch. If you would like to change anything about your registration, please let us know.
 - b. We published all CLE Materials and slides (if we have received them) for each session on our [Conference Resource Center](#). If something is missing, please contact us as soon as possible.
 - c. We encourage you to share that you're speaking with your network and tagging Energy Bar Association in your post or using #MYEF24! If you would like a version of our social media banners, please feel free to reach out and we can send you one that is speaker or session specific.