

NASCC:
THE STEEL CONFERENCE
Speaker Guidelines

CONTENTS

Table of Contents	1
1. Speaking at The Steel Conference	2
1.1 Welcome!	2
1.2 Communication	2
1.3 Resource Portal.....	2
1.4 Speaker Information Form.....	2
1.5 Registration and Housing.....	2
1.6 Reimbursement Policies.....	2
2. Course Plan	3-5
2.1 Course Plan Checklist.....	3
2.2 Course Plan Overview	4
2.3 Session Outline Example.....	4
2.4 Learning Objective and Assessment Guidelines.....	4
2.4.1 What is a Learning Objective?.....	4
2.4.2 What are Assessment Questions?.....	4
2.4.3 How Do I Know My Session Qualifies for AIA?.....	5
2.4.4 What are the Requirements for an AIA Session?.....	5
2.5 New In 2019: Review of Sessions for Continuing Education Criteria.....	5
2.6 Milestone Schedule for Sessions.....	5
3. Preparing your Presentation.....	6-7
3.1 PowerPoint Templates.....	6
3.1.1 Learning Objectives in your Presentation.....	6
3.1.2 Announce PDH Codes.....	6
3.2 Presentation Guidelines	6
3.2.1 Format.....	6
3.2.2 Audio Visual.....	6
3.3 Presentation Tips	6
4. Session FAQs.....	7
4.1 How Do I Submit Session and Course Plan Changes?.....	7
4.2 When Will the Full Schedule/ Program be Available?.....	7
4.3 Where Can I Find the Most Up To Date Session Information?	7
4.4 How Long Is a Session?	7
4.5 Do All Sessions Repeat?	7
4.6 Will All Sessions Be Recorded?	7
4.7 What's the Standard AV In a Session Room?	7

1 | SPEAKING AT THE STEEL CONFERENCE

1.1 | WELCOME

Thank you for agreeing to speak at 2019 NASCC: The Steel Conference. The event takes place April 3-5 at America's Center Convention Complex in St. Louis. The Steel Conference is the premier educational and networking event for the structural steel industry, bringing together structural engineers, structural steel fabricators, erectors and detailers. The success of the conference is the direct result of the amazing speakers we've been fortunate to have as presenters, so we thank you in advance! This packet will be a resource for you leading up to the show. If you have any questions, please don't hesitate to contact Sadie Brown directly at brown@aisc.org or 312.670.5448.

1.2 | COMMUNICATION

Your main point of contact for The Steel Conference will be your Shepherd. Shepherds are members of The Steel Conference Planning Committee who have been assigned responsibility for session topics at the conference. You will work with your Shepherd to develop session course plans and content.

Starting in early 2019, you will receive emails from AISC's Meeting Planner, Sadie Brown (brown@aisc.org). Please whitelist this email address so you can receive important updates regarding registration, housing, reimbursement, updated speaker guidelines, PDH codes and more.

1.3 | SPEAKER RESOURCE PORTAL

Key speaker information is now all in one place: www.aisc.org/nascc/speakers. Starting in December 2018, you'll find everything, including registration information, reimbursement forms, PDH codes for your sessions, and slide templates.

1.4 | SPEAKER INFORMATION FORM

In early 2019 you will be sent a link to complete our Speaker Information form. This form will act as a presentation waiver, and collect information such as biography, headshot, session handouts, and more. This information will be used in our program and mobile app. We strongly recommend you upload your session presentation into this form. In recent years, attendees have expressed a strong desire to access presentations via the mobile app.

1.5 | REGISTRATION AND HOUSING

Speakers receive complimentary registration at the conference. Registration and Housing will open at noon, CT on January 2nd. Please check www.aisc.org/nascc/speakers in December 2018 for instructions and information.

1.6 | REIMBURSEMENT POLICIES

All speakers and moderators receive complimentary registration. While most speakers are eligible for reimbursement, speakers who work for companies which are eligible for full membership (or companies that would be eligible were they domestic companies) do not receive additional reimbursement. Please review our [reimbursement guidelines and form](#) for more information.

2 | COURSE PLAN

2.1 | COURSE PLAN OVERVIEW

Each session is required to have a course plan submitted to AISC. Your Shepherd (also known as your Planning Committee contact) will work with you to gather course plan information. A sample course plan checklist is provided below in *Section 2.2, Course Plan Checklist*. You may use this checklist to gather your session information. The Shepherd is responsible for taking this checklist and submitting a final course plan to AISC. Example course plans (engineering session and fabricator session) can be found [here](#).

2.2 | COURSE PLAN CHECKLIST

Speakers may use this checklist to send course plan details to their shepherd. A printable version is available [here](#).

Speaker Course Plan Checklist		
TITLE		
DESCRIPTION		
BASIC OUTLINE <i>See Section 1.3, Session Outline for an example</i>		
LENGTH		
SPEAKER		name: company: email: bio:
MODERATOR		name: company: email:
LEARNING OBJECTIVES <i>See Section 1.4, for instructions/ examples</i>	Learning Obj #1 <i>(required for all sessions)</i>	
	Learning Obj #2 <i>(90-minute sessions only)</i>	
	Learning Obj #3 <i>(AIA sessions only)</i>	
	Learning Obj #4 <i>(AIA sessions only)</i>	
ASSESSMENT QUESTIONS <i>See Section 1.4, for instructions/ example</i>	Assessment #1 <i>(required for all sessions)</i>	
	Assessment #2 <i>(90-minute sessions only)</i>	

2.3 | SESSION OUTLINE

Your session outline should include outline of topics that will be covered including the estimated time allotted for each topic. Please include "Question and Answer" as a topic with an estimated time. An example course outline is below:

EXAMPLE:

1. Specifications for Steel Erection (15 minutes)
2. Safety (7 minutes)
3. Erector and Fabricator Friendly Connections (15 minutes)
4. Field Welding guidelines (8 minutes)
5. BIM for erectors and examples of the use of BIM in erection planning (5 minutes)
6. Question and Answer (10 minutes)

2.4 | LEARNING OBJECTIVE & ASSESSMENT GUIDELINES

60-minute session | must provide 1 learning objective and 1 assessment question.*

90-minute session | must provide 2 learning objectives and 2 assessment questions.*

*If your session has been selected for AIA, AIA requires four learning objectives.

2.4.1 | What are learning objectives?

Learning Objectives are actions that participants should be able to perform after the course is over. They should be simple, specific actions that the presenter can verify.

EXAMPLE:

May be appropriate for a seminar or webinar:	May be too complex to verify during the course:	Too vague and difficult to verify:
<ul style="list-style-type: none">• Describe a process• Explain the difference• Define a term• List steps in a process• Name components• Identify problems• Select best options• Calculate a value	<ul style="list-style-type: none">• Design a connection• Analyze a structure <p>*Note that these could be appropriate for a written quiz.</p>	<ul style="list-style-type: none">• Understand a concept• Learn about something• Become familiar with a topic• Gain an appreciation for something

2.4.2 | What are assessment questions?

The presenter needs to verify that the participants have met each of learning objectives by asking assessment questions. One assessment question should be asked for each learning objective. Possible methods include: ask a multiple choice questions and take a show of hands; ask a question and call on participants. Assessment questions can be done throughout the presentation or at the end. Presenters should note if attendees are not meeting the learning objectives and provide additional explanation during the presentation. The presenter DOES NOT need to document the outcome of each assessment.

EXAMPLE:

Learning Objective: Select erector and fabricator friendly connections when available.

Question and Answer for Learning Objective:

Slots in beam-to-column connections should be used:

- a. Always and everywhere possible
- b. Never
- c. To manage accumulating tolerances

Correct answer is C.

2.4.3 | How do I know if my session has been chosen for AIA/ the architects track?

Please ask your Shepherd. AISC has notified all Shepherds if their session has been submitted to AIA.

2.4.4 | What are the requirements for an AIA session?

If your session has been selected for AIA Continuing Education Systems, your session will require:

- Four (4) learning objectives regardless of length of the session. NOTE: there are no additional assessment question requirements for AIA (see assessment question requirements at the top of section 2.3).
- A signed AIA speaker agreement found [here](#).
- Specific slides to be presented during the lecture. Speakers will be given information on required slides prior to the conference. See Section 1.6, Milestone Schedule for Sessions for the date of distribution.

2.5 | NEW IN 2019: REVIEW OF SESSIONS FOR CONTINUING EDUCATION CRITERIA

New this year, AISC Continuing Education will review all sessions and determine which sessions are appropriate for professional development hours (PDHs) according to the engineering licensure requirements of most states. These PDH sessions should focus on the advancement of engineering skills or focus on ethics, management, and business as related to the practice of engineering. Some industry and business sessions may not fall into this category.

Attendees will receive a continuing education certificate showing all session participation hours and the certificate will reflect designations for PDH sessions and AIA sessions. Sessions meeting the criteria for PDHs will be determined during the review of the course plans. For non-PDH sessions, the information will be communicated back to the shepherds who will notify their speakers. Regardless of the designation decided upon for each session, all sessions require the complete course plan described above in order to maintain a consistent educational program. This change is being made in an effort to set expectations for professional engineers attending the conference for state licensure continuing education requirements.

2.6 | MILESTONE SCHEDULE FOR SESSIONS

Course plan submitted by Shepherd	Due July 31, 2018
Course plan reviewed by AISC:	Due August 31, 2018
PDH criteria reviewed by AISC:	Due August 31, 2018
Course plan required updates communicated to Shepherds: (Shepherds will then work with Speakers to update course plans)	Due September 30, 2018
Session updates finalized with speakers and submitted back to AISC by Shepherds:	Due October 31, 2018
AIA sessions submitted for approval (by AISC):	Due November 30, 2018
AIA required presentation slides and presentation guidelines distributed to shepherds: (Shepherds will then send to their speakers)	Due January 31, 2019

3 | PREPARING YOUR PRESENTATION

3.1 | POWERPOINT TEMPLATES

We strongly recommend you use the official Steel Conference PowerPoint template for your presentation, you can access the official templates at www.aisc.org/nascc/speakers in early 2019.

3.1.1 | Learning objectives in your presentation

Speakers are required to verify that the participants have met each of the learning objectives by asking assessment question(s) during the session (*See Section 2.4*). In the powerpoint template, there is a slide for you to enter your learning assessment questions. Use of this powerpoint slide is not required*, it can simply be used as a tool to ensure you assess your audience.

*AIA sessions are required to place certain slides in their presentations. Please see Section 1.4.4 for more information

3.1.2 | Announce PDH codes

Make sure your session PDH code is on the first and last slide of the presentation. Speakers will be sent the PDH code list prior to the conference and it will be available at www.aisc.org/nascc/speakers. We also ask that you announce your PDH code at the start and end of your session.

3.2 | PRESENTATION GUIDELINES

3.2.1 | Format

Your presentation must be compatible with Windows computers. You are not permitted to use your own laptop. For your PowerPoint presentation, have it loaded on a portable USB drive. Carry an extra copy of your presentation as a backup. WiFi is not available in session rooms.

3.2.2 | Audio Visual

The standard AV set in a session room is (1) Riser (1) Podium (1) Lectern Mic (1) Screen/ projector (1) Computer with Microsoft Office. This standard set does not have an audio hookup to the computer. If a speaker needs additional AV, they must email Sadie Brown (brown@aisc.org) at least 30 days before the conference. Requests are not guaranteed. WiFi is not available in session rooms.

3.3 | PRESENTATION TIPS

View more presentation tips [here](#). Or, watch our [speaker prep webinar](#), hosted by the 4x Emmy winner, Jan Fox.

4 | SESSION FAQS

4.1 | HOW DO I SUBMIT SESSION AND COURSE PLAN CHANGES?

Contact your Shepherd regarding any session change requests.

4.2 | WHEN WILL THE FULL SCHEDULE/ PROGRAM BE AVAILABLE?

The Advance Program will be available in Early November. The Final Program will be available in early March.

4.3 | WHERE CAN I FIND THE MOST UP TO DATE SESSION INFORMATION?

We will post session information to www.aisc.org/nascc/speakers in early 2019. It will be updated bi-weekly. If you need more information, please contact your Shepherd. They will have access to live updates via our Master Session List.

4.4 | HOW LONG IS A SESSION?

Sessions at the Steel Conference are either one-hour or 1.5-hours. (Note that there are twice as many 1 hour sessions as 1.5 hour sessions.) It is the responsibility of the shepherd to report the desired time (though the final decision rests with the conference administrator).

4.5 | DO ALL SESSIONS REPEAT?

No. Often sessions with a primary audience of engineers are repeated and occasionally other sessions are. The rationale is that while engineers make up slightly more than one-third of the attendees at the conference, they represent more than half the attendees at technical sessions. As a result, we try to provide additional flexibility of scheduling by repeating many sessions. It is the responsibility of the shepherd to report whether a session should be repeated (though the final decision rests with the conference administrator).

4.6 | WILL SESSIONS BE RECORDED?

Yes. We will record most sessions and stream some. After the conference, most of these recordings will be available on the AISC website. If anyone objects to being recorded, please let Scott Melnick (melnick@aisc.org) know immediately. Each speaker will be provided with a release form.

4.7 | WHAT IS THE STANDARD AV IN A SESSION ROOM?

The standard AV set in a session room is (1) Riser (1) Podium (1) Lectern Mic (1) Screen/ projector (1) Computer with Microsoft Office. This standard set does not have an audio hookup to the computer. If a speaker needs additional AV, they must email Sadie Brown (brown@aisc.org) at least 30 days prior to the conference. Requests are not guaranteed.