



World Waterpark Association

34th Annual Symposium & Trade Show

Paris Hotel, Las Vegas, Nevada – USA

Symposium: October 8-11, 2024

Trade Show: October 9-10, 2024

Speaker Details

Thank you for agreeing to participate in the upcoming 2024 Symposium taking place at the Las Vegas Paris Hotel. Your participation and willingness to share your expertise with your peers is what allows the WWA and its Members to enjoy continued success and helps to ensure that the waterpark industry remains strong. Below are items we will need from you. If you cannot meet any specific deadlines, please contact Kelly@waterparks.org.

Lodging

Please book your hotel using the [Official WWA HQ hotel link found here](#) and/or visit the [WWA Lodging](#) page for more details. This link is the only way to obtain the legitimate WWA discounted rate. No one will contact you to book a room.

*Note: We have been informed that outside parties have contacted individuals posted on our Speakers page, claiming they represent the official WWA housing company. **This is a complete fabrication and WWA cannot be responsible for their actions or any unlawful or fraudulent actions on their part.** WWA has been informed that recent scams include collection of money, obtaining of credit card information, signing of DocuSign agreements and other processes that appear to be legitimate, however the scammers have not actually booked a room in the WWA block. Getting involved with these companies may result in loss of funds and no room waiting at check-in. Please don't be taken in by these offers that seem like a good deal. The only way to be sure that you receive WWA group pricing and to avoid booking fees is to book using the link above or via the methods shown on the WWA Lodging page. In addition, please note that the WWA does not sell its mailing lists or member lists.*

Deadlines

- **Bio & Photo** – Go to the [Speakers page](#) of WWA Show website, click on your photo and review the information posted. If your photo, bio or any information is missing, please send items to Kelly@waterparks.org. Final edits due **Aug. 30th***.
- **Session description** – Click on your session title on the [Agenda page](#) (coming soon) to review details. Is the description accurate? Are all presenters listed? Final edits due **Aug. 30th***
- **Special AV Request** – due **Aug. 16th** (see standard room set below)
- **Presentation file & handouts** – due **Sept. 6th** (more info below)
- **Permission to Record Acknowledgement** – [review now](#), sign onsite

*Information posted on [Speakers](#) and [Agenda](#) pages of the WWAShow website will be downloaded for the printed manual and show app the day after the posted deadlines. Please send any requested edits prior to deadline.

Checklist

Please make sure you have completed all items. More information for each item is available below. If you have questions, please contact Kelly Harris prior to deadlines.

- Review your Speaker Bio and photo ASAP
- Submit special AV request (if needed) by Aug. 16th
- Review your session description prior to Aug. 30th.
- Submit PowerPoint file (and any additional handouts) by Sept. 6th
- Review Tips For Presenters
- Practice presentation delivery and timing
- Review Permission To Record form prior to arrival
- Arrive onsite with PPT on flash drive
- Check-in at the WWA Speakers' Lounge when you arrive onsite
- Transfer PPT to laptop in presentation room

Your Presentation File – PowerPoint Slides & Handouts

- The 2024 WWA PowerPoint template for breakout sessions can be [downloaded here](#). Note you do not have to login to download the file, simply click the option to proceed without logging in. Save the template to your computer and use the “New Slide” to find additional slide layouts. Do NOT use this format for presentations that are part of a full day workshop on **Tuesday, October 8th**. Those courses have custom templates and are available from your workshop coordinator.
- Provide us with a copy of your presentation prior to the deadline above and we will make them available to attendees. (Attendees love handouts and that is reflection on their speaker evaluations!) [Upload your completed PPT file and any handouts here](#). There is no login required, but when you enter your email address, you will receive a confirmation email.
- **Bring your final presentation with you on a flash drive** to run on our pre-set laptop during the session. When you arrive in the room for your presentation, copy the PPT presentation file and any video/audio files from your flash drive onto the laptop prior to the start of your session.
- Provide us with a copy of your final presentation (if it has changed) when you check-in to pick up your badge onsite.

Audio Visual Set Up and Requests

Standard room set consists of a laptop, LCD projector, screen and appropriate number of microphones. **If you need any additional equipment, including speakers to play sound from the laptop, please contact Kelly Harris prior to Aug. 16th.** Additional equipment cannot be added onsite.

Rooms are typically set in classroom or theater configurations or a combination of both depending on space. One room may be set in rounds. For sessions with speaker panels, a head table in the front will be included, space allowing.

Audio Visual Set Up and Requests (Continued)

- **WiFi/internet is not available in session rooms.**
 - Please do not plan on running your session utilizing a cellular connection/hot spot as connectivity in some areas of convention centers is very often unreliable and can cause disruptions during your presentation.
 - Including screen shots of webpages are helpful tools and a better alternative than trying to connect to websites during your presentation.
 - Internet sites and other internet based functions may run smoothly in advance, but when you add a large number people with multiple devices in a small area, the cellular systems in the building often run very slowly and can disrupt the flow of your presentation.
- **Playing video/audio files**
 - Since there is no internet connection, remember to include the actual video files on your flash drive – do not plan to link to external content/content posted on the internet. All files need to be on your flash drive and transferred with the PPT file to that laptop in order to play during the presentation.
 - If you will need audio/speakers, please be sure to advise Kelly Harris prior to the Special AV Request deadline stated above.

Handouts From Your PPT Slides

Attendees love handouts as reflected in their Session Evaluations. Send a digital copy of your presentation to Kelly Harris prior to the deadline above and we will provide a PDF file to attendees. If you cannot meet this deadline, please contact Kelly Harris in advance.

Following the show, handouts are posted in PDF format on the WWA website. Please give a copy of your final presentation file to us onsite if you made any changes after sending your original.

Permission to Record

Sessions are recorded and recordings are made available to Members following the show for a nominal fee. Due to the number of sessions presented during competing time slots, recordings allow attendees access to session content that they may have missed. Please review [the acknowledgment](#) which you will be asked to sign when you arrive. If you have any concerns, please contact Kelly Harris in advance.

Session Evaluations

The final slide in the PowerPoint template is the slide with a QR code that will link to the session survey forms and the Best Speaker nomination form. Please remind your audience to fill out the session evaluations when the session is concluded. We will provide you with the summary of the feedback after the show.

Tips For Presenters

Please find the attached [list of tips](#) to keep in mind as you are preparing your presentation. In addition to the tips on the list, please remember to bring your final presentation on a flash drive, including any video files. When you arrive, you can test out your file on the pre-set equipment in the Speaker's Lounge and make sure everything runs as planned. Also, please provide a copy of your updated PPT file to Lori when you check-in.

Arrival & Speaker Check-In

All education events, meetings and the trade show take place at the Paris Hotel in Las Vegas. When you arrive, please check in with us at the **WWA Speaker's Lounge in the Versailles 4 meeting room** to obtain your badge and registration materials. This is also a good time to verify we have your handouts ready. If you are an exhibitor, you will also need to pick up your badge in the Speaker's Lounge to access the show floor for set up.