Agenda

- Speaker Checklist

- Global 25 Breakout Session Information

- Speaker Resources

- Questions

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28-31 October 2025

Salt Palace Convention Center • Salt Lake City, Utah, U.S.

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Speaker Checklist

Before Arriving On-site

- Register

- Book accommodations

- Upload learning materials to [speaker portal](#)

- Save copy of slide deck on a USB drive

- Review all session information

- Promote your involvement at Global 25

On-site at Global 25

- Check-in at the Registration desk to pickup badge

- Familiarize yourself with the space and locate your session room(s)

- Present your session(s)
  - Arrive 10mins early to set-up and test microphones
  - Start on time
  - Each session will have a WERC volunteer to welcome attendees and intro your session
  - End on time – the WERC volunteer can also assist with this
  - Encourage attendees to complete the session evaluation
    - Link available on session page in mobile app under 'Resources' – survey opens at scheduled start time of session

Complete the Session Evaluation!

Your feedback is important.
Be sure to complete an evaluation for each session you attend.

Go to the **Session** page in the mobile app and click on the **Session Evaluation** link in the **Resources** section.

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Global 25
Breakout Session Information

Breakout Education Schedule

Global 25 > Program >
Schedule At A Glance

+ Tuesday, 28 October
+ Wednesday, 29 October
+ Thursday, 30 October
+ Friday, 31 October

Wednesday, 29 October

60-mins: 4 rooms
- 1:00 pm – 2:00 pm
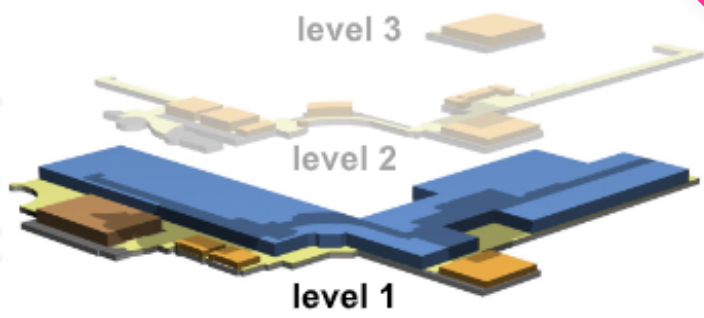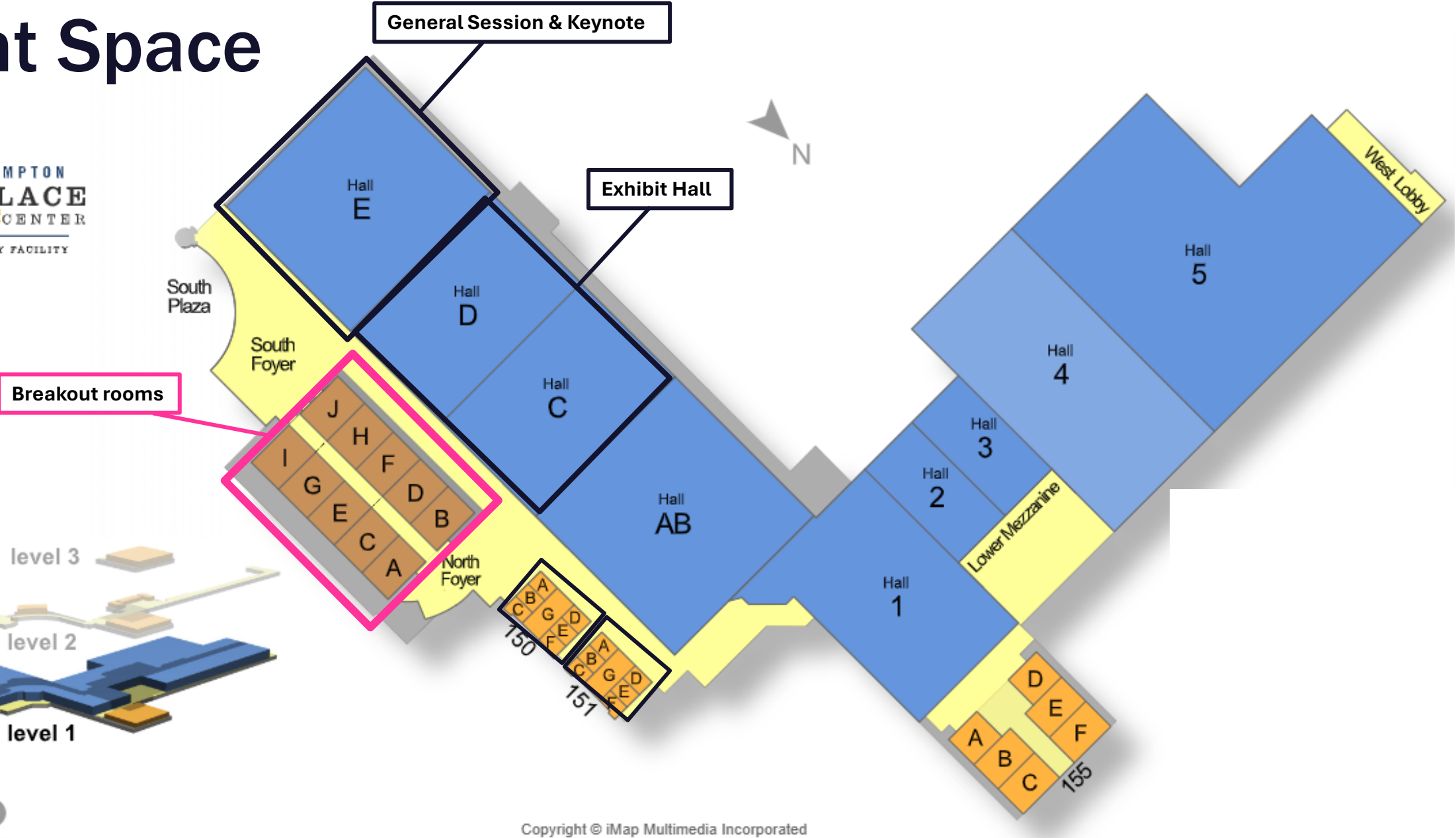- 2:15pm – 3:15 pm

30-mins: 3 rooms
- 1:00 pm – 1:30 pm
- 1:45 pm – 2:15 pm
- 2:30 pm – 3:00 pm

Thursday, 30 October

60-mins: 7 rooms
- 10:15 am – 11:15 am
- 11:30 am – 12:30 pm
- 2:30 pm – 3:30 pm

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Breakout rooms
Rooms set in crescent rounds

Approx. Room Capacities

Grand AC   ~250

Grand BD   ~250
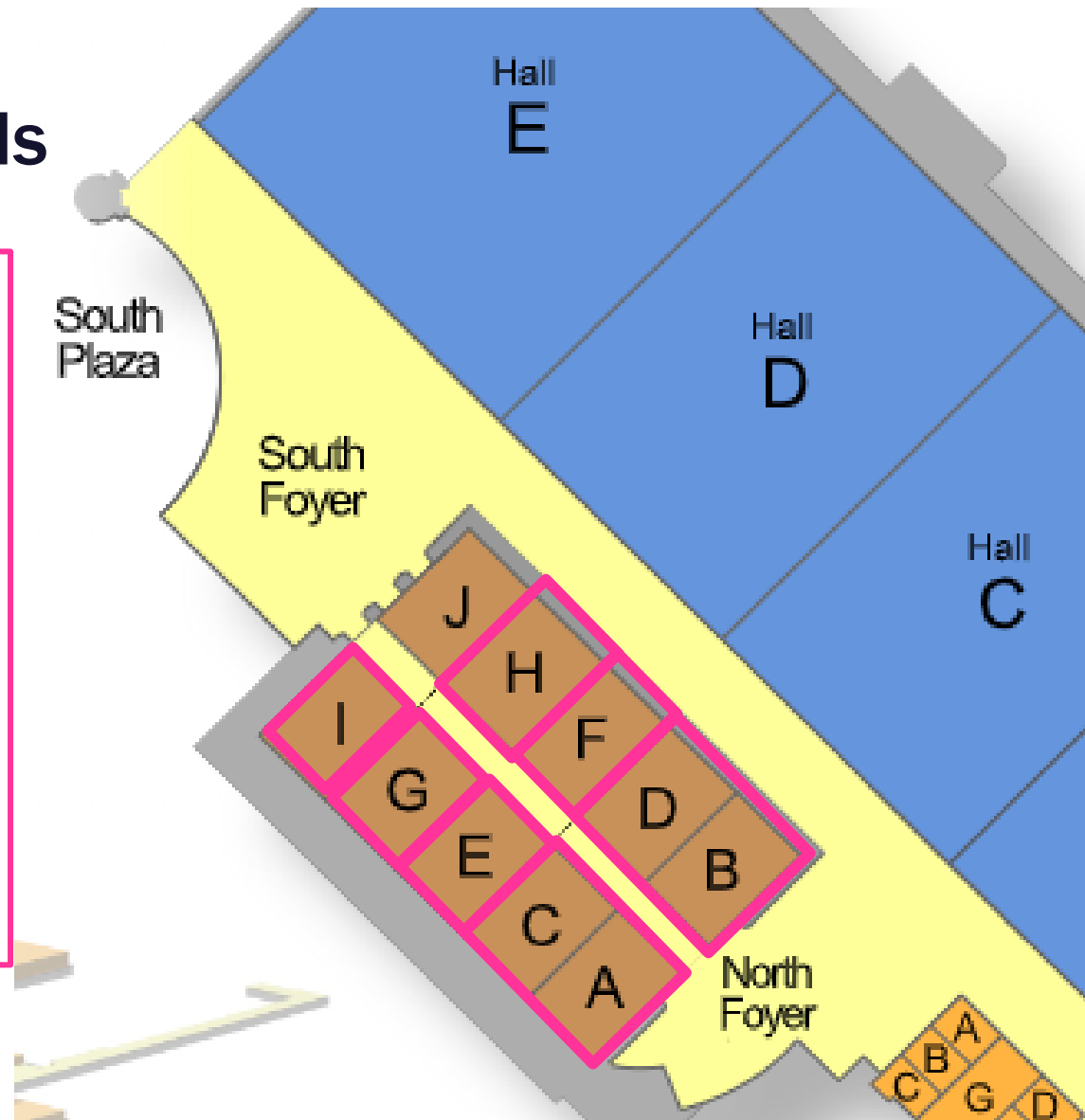
Grand E   ~100

Grand F   ~100

Grand G   ~100

Grand H   ~100

Grand I   ~100

Breakout Room AV

- 1 Podium

- 1 Front table with chairs

- 3 Total microphones
  - 1 On the podium
  - 2 Handheld wireless

- Large screen and projector

- 1 Laptop
  - Laptops will be connected to the general hotel Wi-Fi
  - *Presentations will **not** be pre-loaded*

Special requests are past due.
If you have any requests, email kbolen@talenteverywhere.org ASAP
and WERC will try to accommodate.

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Presenting

- Room laptops will **not** have slide decks pre-loaded
  - **Speakers should bring a copy of their presentation on a USB drive**
    - Tip: Save to a USB drive before travelling
    - Option to present from your own device. Connect to the projector via HDMI cable

- Panels are welcome to sit at the front table or move the chairs on stage as desired

Learning Materials

Slide decks are strongly advised for all sessions.

In addition, WERC encourages speakers to provide attendees with some sort of additional takeaway learning material.

Learning Material Ideas:
- Templates / 'cheat sheet'
- Session summary or discussion insights
- Workbook

Learning materials uploaded to submission portal – instructions available on the Speaker Resource page

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Session Recordings

- All Global sessions will be recorded and made available to premium [Learning Center](#) subscribers.
  - **If you have a concern or wish to not be recorded, please let us know** by 17 Oct. Requests to not be recorded must be confirmed by the WERC team **ahead of the event.**
  - The recording will include audio and screen share only, no video of the speaker(s)
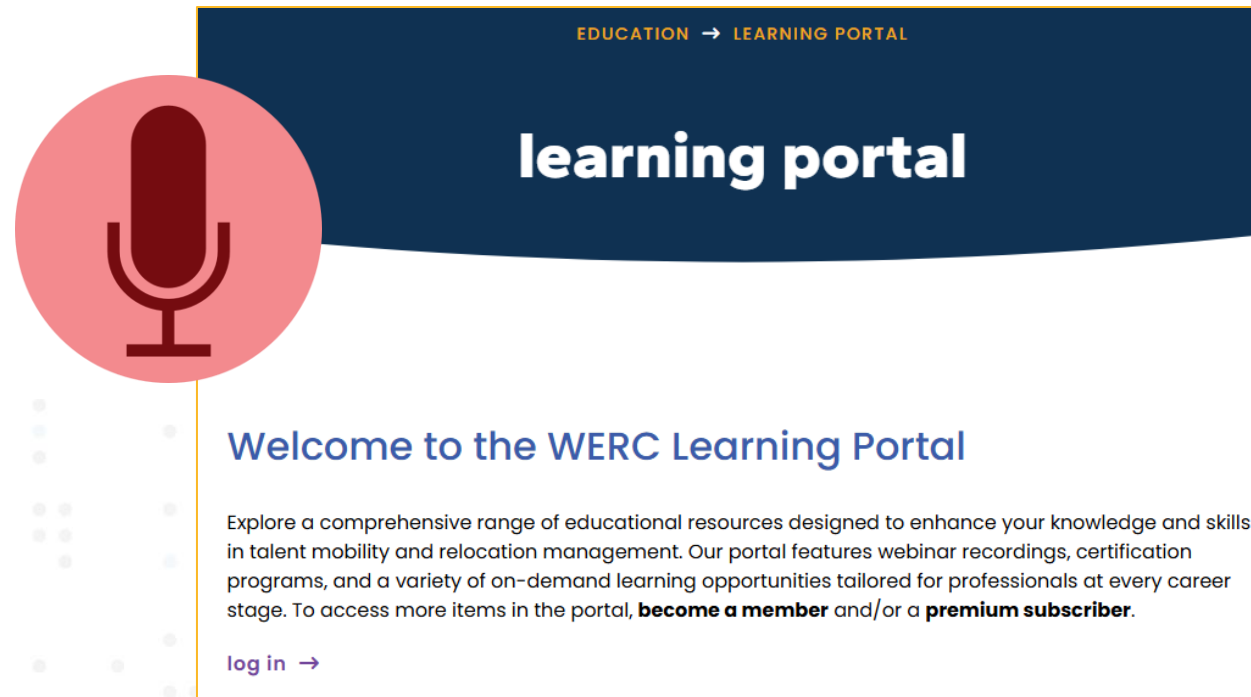
Session Volunteers

Each session will have 2 WERC volunteers:

1. Greeter at the door scanning badges

2. Room Monitor to assist speakers with their session
   - Kick-off session with introduction
   - Moderate questions as needed
   - Assist with keeping track of time

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Resources

Before arriving on-site

- [Speaker Resource page](#)

- Speaker/Session question? kbolen@talenteverywhere.org

- Registration question? CustomerSuccess@talenteverywhere.org

On-site

- Global25 mobile app

- [Speaker Resource page](#)

- WERC staff, wearing a WERC vest

- WERC volunteers, wearing WERC volunteer pin

- Speaker/Session question? kbolen@talenteverywhere.org

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Global25 Mobile App

- Download the mobile app prior to arriving onsite and familiarize yourself with the functions and organize your time onsite
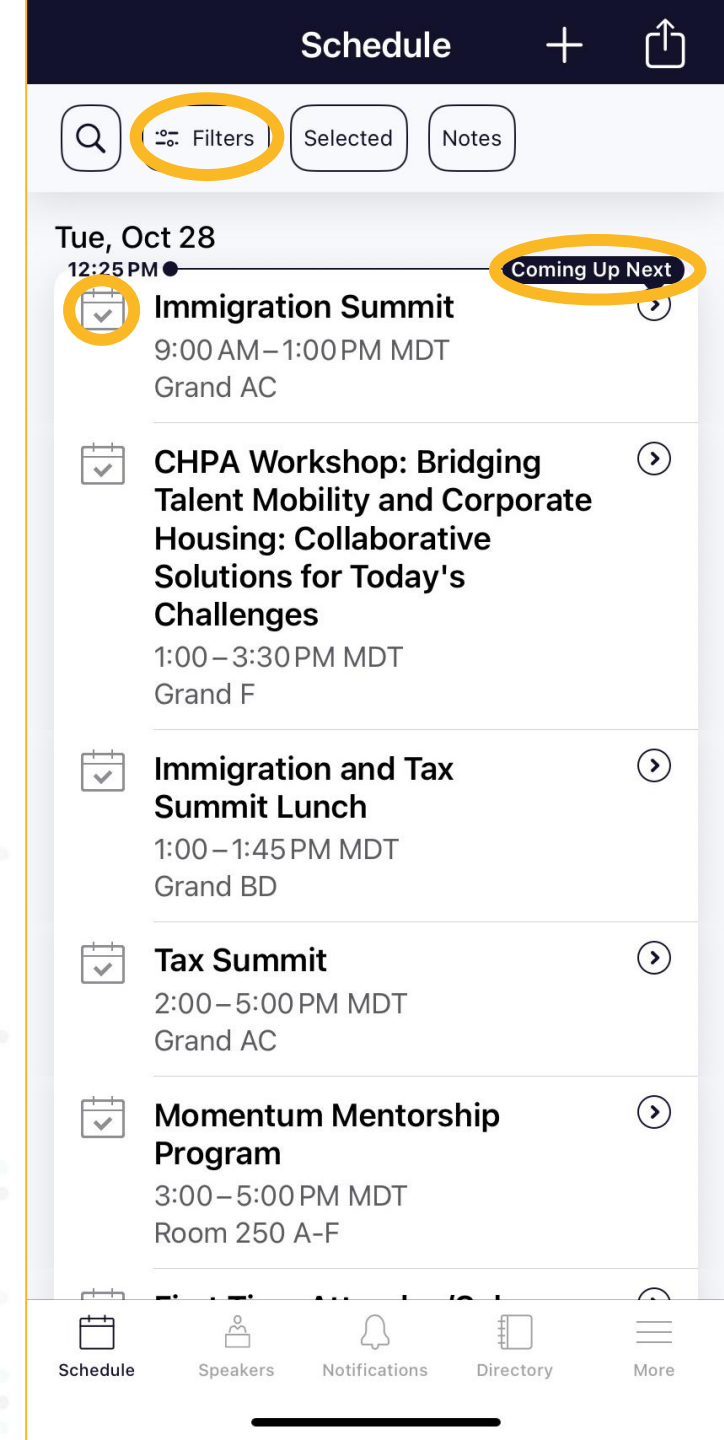
  Features:
  - Maps of the space
  - Wi-Fi details
  - Schedule
  - Speakers
  - Direct Messaging with other attendees
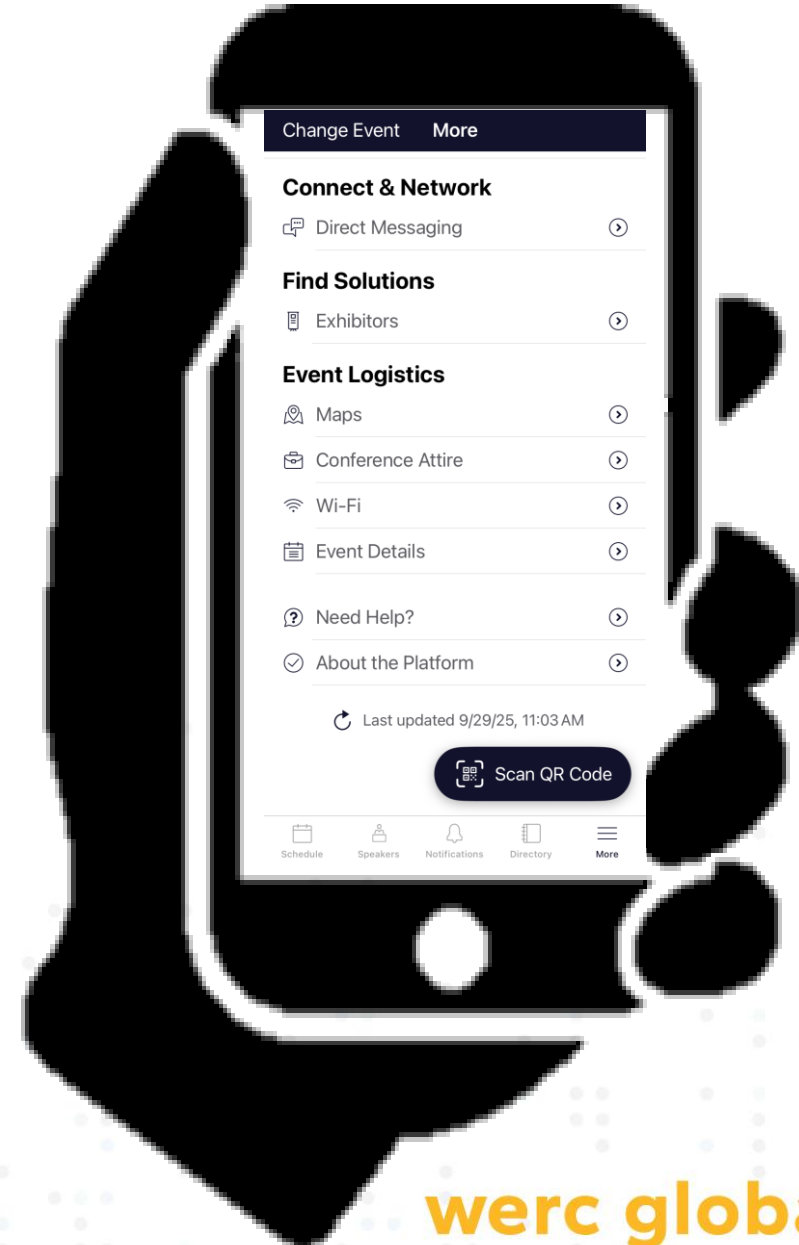
Global25 Mobile App -Schedule

Schedule will populate starting at next session time

- Filter by:
  - Day
  - Primary Category
  - Secondary Category
  - Audience Level

- Add to your personal schedule by clicking the calendar icon
  - Filter by saved sessions – 'Selected' filter

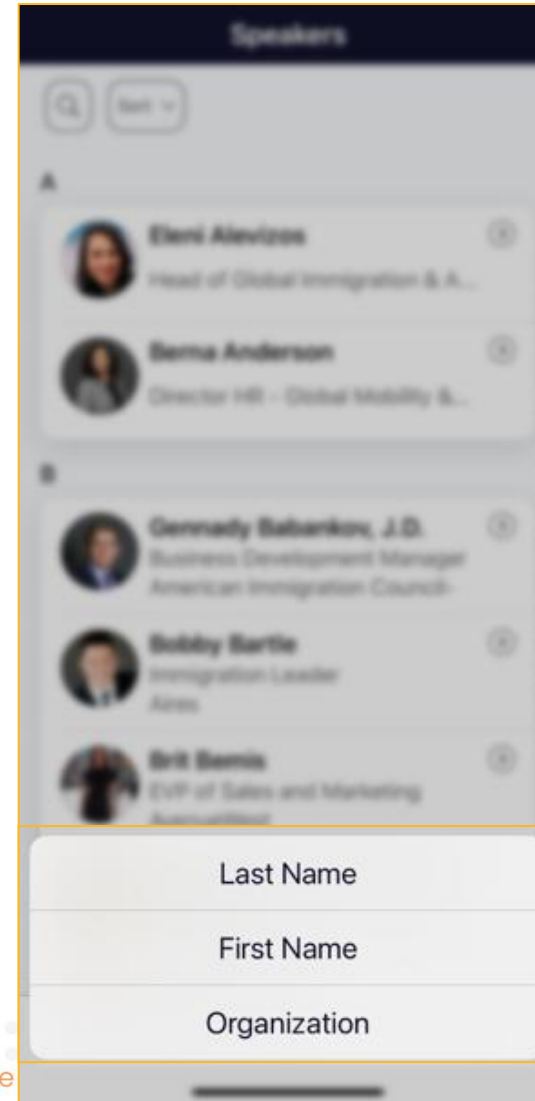# Global25 Mobile App

Session Page

- Scheduling: Day, Time, Room

- Speakers – *links to speaker profile*

- Session information: Description, Audience level, Primary and Secondary categories

- Resources: Learning Materials

- Notes: Place for attendees to add their own notes on the session

- Evaluation – *link to complete the session evaluation*
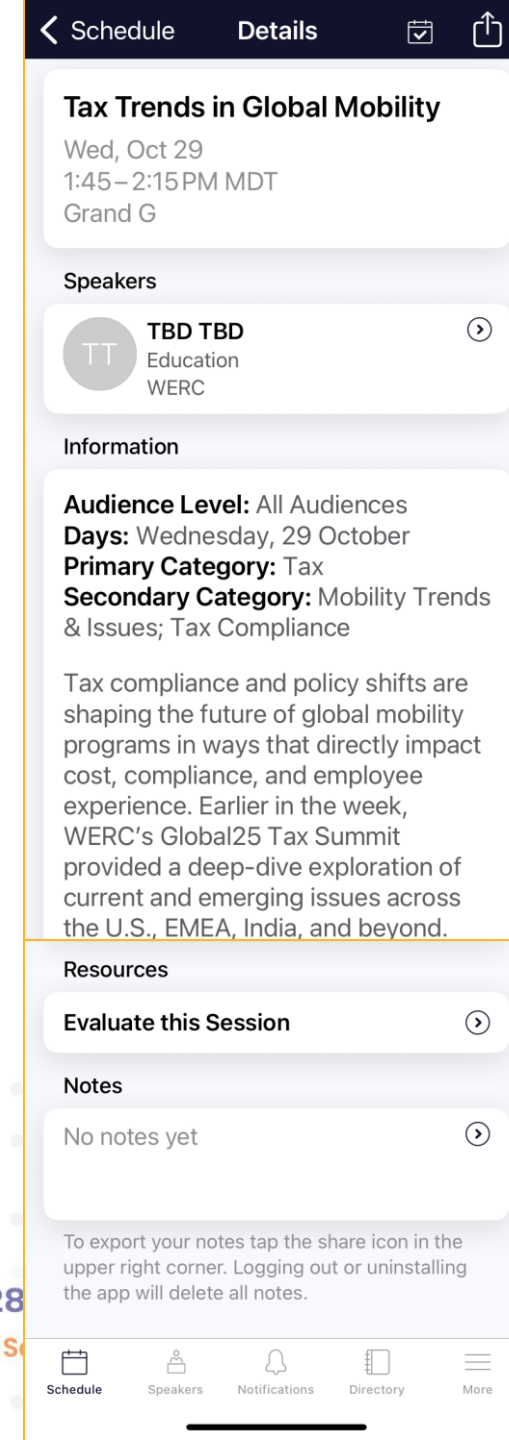
Global25 Mobile App Speakers

Speakers

- Sort by:
  - Last Name
  - First Name
  - Organization
- Speaker information:
  - Title
  - Organization
  - Bio
  - Sessions

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