

Welcome to *New Latinx Musicals*. A few reminders before we begin:

- For those needing or wishing to follow along to a written text, please let the moderator of the panel (identify moderator) know and a printed copy of the presentation will be delivered to you.
- Please make sure that spaces marked for wheelchairs remain clear of chairs or other barriers.
- Treat service animals as working animals and do not attempt to distract or pet them.
- Be aware of those with chemical sensitivities and refrain from wearing perfume.
- Please be aware that your fellow attendees may have invisible disabilities. Do not question anyone's use of an accommodation while at the conference, including for chairs reserved for those with disabilities.
- We realize the lines for the bathrooms may be long, but please refrain from using an accessible stall unless you require such accommodation. Please also be aware family restrooms located on level 2 are reserved for those with disabilities or those wishing to use a single-stall restroom.
- If you have any questions or concerns regarding conference accessibility, please call or text the **Accessibility Hotline (503) 455-4127** or email **events@awpwriter.org**.

Opening moderator remarks and housekeeping announcements.

- **Introduce & identify all speakers in the order in which they are sitting.**
- **Participant opening remarks, initial thoughts, or readings.**

These can be in paragraph form, a bulleted list of items the speakers would like to cover during the event, or a copy of whatever he/she plans to read.

If you are concerned about distributing copyrighted material, please make sure to gather the reading material back at the end of the event and let those using an outline know that you will need the materials back at the end of your event. You might also consider printing separate copies to attach to this overall event outline so you may just collect that portion back from the attendee using the outline.

Moderator questions:

- 1)
- 2)
- 3)
- 4)

Responses of each participant to moderator questions:

We understand this portion of the event may be more spontaneous than what can be planned for in a written document. That's okay and it's the nature of a live event. Each presenter should still be able to provide a brief written response or bulleted list of thoughts in response to planned questions.

If the conversation veers off in an interesting, on-topic, and productive way, that's okay too! The point of creating this document isn't to hamstring you into delivering a completely rehearsed discussion or reading, but to provide as much information as possible to those wanting or needing to follow along to a written text.

Q&A session:

At the end of the event, there will be time for a 5-10 minute Q&A session. Please pass the wireless microphone to the person posing the question or please repeat all questions into one of the wired microphones.