



# SPEAKER GUIDE

## 1

**Please submit the following by April 24th:**

- Biographies and Headshots uploaded to SCHED
- Session descriptions and objectives uploaded to SCHED
- PDF of Presentations uploaded here: [Dropbox Link](#) (Password: Harmony)

## 2

**Upload Biography & Headshot to SCHED**

- To access, visit <https://www.tugconnects.com/sessions> and scroll down to the schedule. Log in and click on the small circle along the left side, which will contain your picture once uploaded, then select 'Edit Profile.'
- Speaker biographies should contain a little bit about what you do and why you are speaking at TUG CONNECTS. Please upload a professional headshot, one that showcases your full face. See below for an example:



## Kyle Dinaut

Director At Large - TUG Board / Purchasing Agent - Kerr Controls Ltd. / Past leader IMG (AIM) Network Group

### Bio

Kyle has been part of the procurement team at Kerr Controls Ltd, in Truro, Nova Scotia Canada since 2015, working with SXe and WebUI, moving to CSD in summer 2026. Before joining Kerr Controls in wholesale distribution, he was the purchaser for manufacturing company Kerr Heating Products for 10 years.

After attending his first TUG Connects conference in 2019, he joined the AIM Network group (now IMG). Kyle has presented numerous sessions at TUG conferences, and became the IMG Network Group leader in 2022. After serving a term as IMG leader, he joined the TUG Board of Directors in 2024, as Director at large. In June 2026 Kyle will assume the role of Secretary of the BOD.

# 3

## **Upload Session Descriptions and Objectives to SCHED**

- a. To access, visit <https://www.tugconnects.com/sessions> and scroll down to view the schedule. Click on “*Manage & promote your sessions*” to access and edit your session.
- b. Session descriptions should include your objective and three key takeaways.
  - i. *Key takeaways* are what your audience will be able to get out of your session, much like an ROI, or return on investment.
  - ii. Your *objective* is your goal for the session. It should fit into a single sentence, and it is recommended to use the following format:  
*By the end of this session, you will be able to...*

# 4

## **Upload your Session’s Presentation to DropBox**

- a. Be sure to use the official Harmony at TUG CONNECTS 2026 PowerPoint template included this email.
- b. Please convert your presentation into a PDF before uploading.
- c. Upload to this [link](#).
- d. Password: Harmony

# 5

## **Plan for Success!**

We crafted the following webinars to support you as you plan your session at TUG CONNECTS 2026. Simply click to get started!

- [Tools, Tips, and Tricks](#)
- [Best Practices for Delivering an Effective Webinar](#)
- [How to Shape Your Language to be Better Understood](#)

**Thank you all! We can’t wait to learn more from you!**

Got a question? Email me at [LBrown@membersinc.com](mailto:LBrown@membersinc.com)