



Speaker Instructions

2019 ASPHO Review Course
January 31-February 2, 2019
Irving, TX

The presentation you sent in advance to ASPHO staff will be ready and uploaded in the session room. You may review it in the Speaker Ready Room prior to presenting, but please allow 1-2 hours before presentation time.

- The following equipment will be provided in the session room:
 - 1 laptop computer
 - 1 LCD projector
 - 1 screen
 - 1 pointer
 - 1 lavalier microphone

You are required to use the laptop computer provided; not your own.

Please notify the AV technician if audio/video clips are included within your presentation.

The Speaker Ready Table will be located in the Registration area and will be open during the following times:

- Thursday, January 31 from 8 am-5:30 pm
- Friday, February 1 from 6:45 am-5:30 pm
- Saturday, February 2 from 6:45 am-5:30 pm

Please arrive to the Dallas Foyer (outside the Las Colinas Ballroom) at least 20 minutes prior to the start of your session. An AV technician will assist all speakers in the use of the microphone, laptop, locating your presentation, and opening it on the ASPHO laptop. **You will NOT be able to use your own computer during your presentation.**

The entire course (voice over PPT) will be captured electronically and provided in an online version. **So that the recording can capture all questions asked, please repeat all audience questions in the microphone before answering it.**