Speaker Instructions

<u>2015 ASPHO Review Course, Dallas, TX</u>

Please follow these instructions when you arrive in Dallas:

- You will be able to edit your presentation or upload your "final" version at the "Speaker Ready Table" located at the registration area a day in advance of your presentation. If you need to make changes to your presentation the day you present, you may make your edits at the "Speaker Ready Table", however, the final presentation will need to be saved on a drive then uploaded in the presentation room. There will be a technician to assist you with this process.

- If you have not made any changes to the final presentation you sent me, it will already be uploaded. You may review it prior to presenting, but please try to allow 1-2 hours before presentation time.

- The following equipment will be provided in the meeting room:
  1 Laptop Computer   1 Pointer
  1 LCD Projector   1 Laviliere Microphone
  1 Screen

  Please notify the technician if Audio clips are included within your PowerPoint presentation. We require you to use the laptop computer we provide.

The Speaker Ready Table will be located in the Registration area and will be open during these times due to equipment security requirements:

- Thursday, February 5 from 11am-5:45pm
- Friday, February 6 from 7:15am-4:00pm
- Saturday, February 7 from 6:30am-4:00pm
- Sunday, February 8 from 7:00am-9:00am

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

As you know, the entire course will be captured electronically to provide an online version of the review course. **Because of how the system works, we are asking that when you have audience question, you repeat the question before you answer it.** This way the question and answer will be captured for the online review course.