

Session Audio Visual Speaker Guidelines Form

I. General Speaker Requirements

- All sessions are required to be presented in the PowerPoint template provided by IIBEC.
- Speakers are required to submit final PowerPoint presentations (draft and final versions) to according to the Session Content Submission timeline.
- Speakers should be prepared to arrive at the assigned session room at least 15 minutes prior to their presentation to ready the PowerPoint presentation. Specific information on presentation time and room location will be communicated.
- A **Speaker Ready Room**, which provides speakers a space to review notes/visuals and test equipment prior to their session, will be available on-site. The Speaker Ready Room location & availability hours will be communicated prior to the event.
- Session handouts are not required. If speaker(s) chooses to utilize handouts, a draft of the handout must be included for review as part of the draft Session Content (including PowerPoint presentations and Assessment Questions) submitted to IIBEC for review. ***It is the responsibility of the speaker to provide copies of approved handouts for the live session.***

II. Audio/Visual Setup:

- All sessions are set classroom style with a dais to include a speaker's table with two chairs on a riser. The following audiovisual equipment will be provided for all sessions.
 - Laptop
 - Podium- standup or table top
 - Microphone - Lavalier
 - Microphone – Standing in the center aisle for Q&A
 - LCD Projector – With availability to operate from the laptop
 - Screen
 - Electric pointer
- **Special Requests:** To request an additional/specific needs beyond what is in the standard A/V equipment list above, please email education@iibec.org. Requests must be made 60-days in advance of the event and are ***not guaranteed.***