

## A/V AND PRESENTATION INFORMATION

Presenter Name(s): \_\_\_\_\_

Session Title: \_\_\_\_\_

### DEADLINES AND FILE SUBMISSION:

AV Form Due: **Friday, June 24, 2016**

DRAFT Presentation Due: **Friday, June 24, 2016**

FINAL Presentation Due: **Friday, July 8, 2016**

Send to Anya-Anyielle Reed | [reedaa@nrf.com](mailto:reedaa@nrf.com)

Send to Christine Loizou | [loizouc@nrf.com](mailto:loizouc@nrf.com)

Send to Christine Loizou | [loizouc@nrf.com](mailto:loizouc@nrf.com)

Submit ALL Presentation and Video file(s) to Christine Loizou at [loizouc@nrf.com](mailto:loizouc@nrf.com). If file(s) is too large to email, please contact Christine Loizou for an upload link.

### STAGE SET AND EQUIPMENT:

- Talk-show style stage seating (arm chairs)
- LCD projector with wide-screen (16:9) format
- PC laptop at podium (Mac-based presentations will be run from Speaker's personal laptop)
  - o Second PC to support live demos (DX Workshop only)
- Choice of podium mic or wireless lapel mic
- Downstage monitor
- Countdown clock
- Wireless clicker/slide advancer

### PRESENTATION REQUIREMENTS:

Please use **NRF bumper slides** for first and last slides.

Delivery format on stage:  Podium  Seated  Walk & Talk

Do you plan to have audience Q&A if time allows?  Yes  No

Presentation file operating system:  No Presentation file

PC

Mac\*, software \_\_\_\_\_

*\*Presenter must bring Mac and connector cables.*

If multiple speakers are presenting:

How many files will be submitted?

1 file total  1 file per Presenter

Specify order of Presenters: \_\_\_\_\_

## VIDEO SPECIFICATIONS

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Does your presentation include Video(s)?  Yes  No

If YES, please list each video in the order they will play:

	<u>Video Name</u>	<u>File Type</u>	<u>Imbedded</u> (Y/N)	<u>Sound</u> (Y/N)
Video #1	_____	_____	_____	_____
Video #2	_____	_____	_____	_____
Video #3	_____	_____	_____	_____
Video #4	_____	_____	_____	_____
Video #5	_____	_____	_____	_____

**TIP #1:** When submitting multiple video files, name videos as follows:

Last Name\_First Name\_Event Name\_Video 1

Last Name\_First Name\_Event Name\_Video 2

**TIP #2:** ALL Videos must be submitted with Presentation file. If Videos are not imbedded, insert Placeholder slide (i.e. "Video #1 Placeholder"; "Video #2 Placeholder") into Presentation deck where video should play.

## ONSITE REHEARSAL & MIC CHECK

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To schedule your rehearsal please contact:

Christine Loizou, Manager of Event Production | [loizouc@nrf.com](mailto:loizouc@nrf.com)

## QUESTIONS?

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Please contact [reed@nrf.com](mailto:reed@nrf.com)