

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

Send to Christine Loizou | loizouc@nrf.com

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Submit ALL Presentation and Video file(s) to Christine Loizou at 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

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

To schedule your rehearsal please contact:

Christine Loizou, Manager of Event Production | loizouc@nrf.com

QUESTIONS?

Please contact reedat@nrf.com