

Local Arrangements

You're planning a program. You've arranged for the speaker, and now it's time to deal with the nitty gritty details:

- ✓ How do you want the room arranged?
- ✓ What audio-visual equipment does the speaker need for this session?

It is up to you to explain your vision of the program to the Local Arrangements Committee so they can work with the Convention Center to make your session comfortable and successful.

- ✓ Initial room set-up and audio-visual equipment requests will be taken from the Call for Programs form. It is very important that you use the *Room Set-Up and Audio-Visual Request Form* to confirm or change this request. One form should be completed for each program you are planning.
- ✓ You must have final room set-up and audio-visual equipment requests to the Local Arrangements Committee before Friday, January 14, 2005.
- ✓ All special or unusual room set-up and audio-visual equipment requests should be discussed with one of the Local Arrangements Committee members.

Room Set-Up

- ✓ You must have final room set-up requests to the Local Arrangements Committee before Friday, January 14, 2005.

Standard Room Set-Up — Most of the programs we present utilize a fairly standard room set-up. The rooms are arranged theater style with chair in rows facing the speakers' table with an aisle down the middle. The Speaker's table will seat up to six and will have either a lectern or a table top podium. There will be a total of three microphones, one on the podium, one table mic and one lavalier mic with cord. This arrangement allows us to use the same set-up for programs with one speaker, a panel of speakers or with a roaming speaker. Using the same set-up for programs over and over saves money and time, but may, on occasion, be limiting

If you have a more creative idea for a room arrangement, it may be possible to accomplish. Special room arrangements other than the standard arrangement may be available but may require special financial arrangements in advance of the conference.

Audio-Visual Equipment

- ✓ You must have final audio-visual equipment requests to the Local Arrangements Committee before Friday, February 4, 2005.

The local arrangements chair can get you virtually any piece of audio-visual equipment that your speaker may need for his/her presentation. There is one catch, though. Unusual equipment is expensive. We try very hard to keep from renting equipment, and with the support of area libraries, we rarely have to. The standard equipment we can provide are listed below.

Audio-Visual Definitions

Microphones

Standard Microphone Set-Up: Each room will be set-up with a total of three microphones - one on the podium, one table mic, and one lavalier mic (with cord). This arrangement allows us to use the same microphone set-up for programs with one speaker, a panel of speakers or with a roaming speaker.

Panel Microphone Set-Up: Includes one microphone at the lectern at the center of the head table and an additional microphone on each side of the lectern. Changing from the Standard Microphone Set-Up will require an additional financial arrangement in advance of the conference.

Floor Microphone Set-Up: One microphone at the lectern and one microphone out in the aisle to allow questions and answers to be heard from the audience. Changing from the Standard Microphone Set-Up will require an additional financial arrangement in advance of the conference.

Lavaliere Microphone: This is a wired microphone, available to speakers who do not want to stand behind a fixed microphone at the podium. Performance-oriented speakers tend to like these microphones, but they require proper use and placement, and are not recommended for the novice speaker. The Convention Center does not offer wireless microphones due to interference problems.

Other A/V Equipment

Overhead Projector: Overheads are probably our most popular piece of equipment. They allow the user to make a point both verbally and in writing on a big screen. The overhead projectors we have usually are not suitable for computer LCD projection screens.

VCR and Video Projector: This option includes a standard VHS video cassette player and a video projector to show a video on a large screen. Conventional TV monitors are available and can be used for small groups, but the projector offers a much larger picture for large rooms and large audiences.

DVD Player and Projector: A standard DVD Player and a video projector to project the DVD images on a big screen.

Slide Projectors: This option includes a standard 35 mm slide projector with an empty carousel. Speakers who bring their own carousel should plan on using a top-mounted carousel projector.

Audio Cassette Tape Player: Standard audio cassette tape player.

CD Player: Standard CD player.

Flipchart and Easel: A standard paper flipchart and easel stand with multi-colored markers

Telephone Lines: Phone lines for computers, etc. are easy to provide, but costly (about \$180). If you need a phone line, you must order it with your other equipment requests. Phone lines must be ordered at least 45 days in advance.

Internet Access: While the convention center offers direct internet access the cost of that service is prohibitive and therefore the ILF cannot offer direct Internet Access to program presenters. If you need internet access, please consider using local dial-up service or plan on placing your files directly on your computer.

Computer Equipment: The Local Arrangements Committee is NOT able to provide computers, computer projection equipment, cables, or technical assistance.

If your speaker would like to use computer equipment and you have questions or concerns, contact a member of the Local Arrangements Committee.

Final Notes

- ✓ You must have final room set-up and audio-visual equipment requests to the local arrangements chair before Friday, January 14, 2005.
- ✓ Please be aware that last-minute room set-up and audio-visual equipment needs are very difficult to fill and may require an extra charge that will be passed along to the sponsoring group. Make sure all of your room set-up and audio-visual requests are made as soon as possible. Additional on-site equipment may only be ordered by the conference Local Arrangements Committee.

- ✓ If your organization has audio-visual equipment that you would be willing to lend to us during the conference, please contact a member of the Local Arrangement Committee.
- ✓ The most important part of any successful program is the idea being presented. A good idea clearly presented will stand on its own without the need for fancy equipment to show it off. Use only the equipment that you are very familiar with and need to more clearly illustrate your point. Using equipment they are unfamiliar with has bogged down many a presenter. If you are uncomfortable with a piece of equipment, don't use it.
- ✓ All questions about room set-up or audio-visual equipment needs should be directed to the Local Arrangements Committee members listed below.

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