SPEAKER READY ROOM HOURS

The Speaker Ready Room is located at the Ernest N. Morial Convention Center in **Room 214**. The hours of operation are listed below:

- Friday, January 24, 2020, 3:00 PM – 6:00 PM
- Saturday, January 25, 2020, 8:00 AM – 5:30 PM
- Sunday, January 26, 2020, 7:00 AM – 4:30 PM
- Monday, January 27, 2020, 6:30 AM – 5:00 PM
- Tuesday, January 28, 2020, 6:30 AM – 1:00 PM

AUDIO/VISUAL & COMPUTER EQUIPMENT

Each session room is equipped with a Presentation Windows PC Laptop. The Local display will mirror what the audience sees. Note: Presenter View is not supported.

- Processor: a minimum Core i7 2.93 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth
- Microsoft Windows 10 Professional
- Microsoft Office 2016 Professional
- Windows Media Player (Latest Version)
- Flash Player (Latest Version)
- Acrobat Reader DC (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the formats listed below:

- PowerPoint 2016 or earlier version
- Operating System: Media should be PC Formatted
- Video Playback: Windows Media Player; QuickTime
- PDF Reader: Adobe Acrobat

For best results, PowerPoint 2016 users should save their presentations in those versions' native .pptx format, and not in the PowerPoint '97-2003 format.

Be aware that embedded media clips are not saved as part of your PowerPoint presentation. The actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file either when you upload in the advance submission website or in the Speaker Ready Room.

* If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.

Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your talk.

- USB Flash Drive or Hard Drive (any brand that does not require drivers)
- CD ROM (CD-R, CD+R)
- DVD ROM (DVD-R, DVD+R)

Audio-Visual Equipment in each session room will include:

- 16:9 Wide Aspect Ratio Projection Screen (Size appropriate for the session room)
- Minimum 5000 lumen LCD projector (1920 x 1080 Wide Screen resolution)
- 24" confidence monitor at the Podium
- HDMI Switcher
- Audio Direct Box for computer audio connection to the meeting room PA system
- Table Microphones
- Podium Microphone
- Audience Aisle Microphone
- Microphone Mixer
- Perfect Cue Slide Remote
- Laser Pointer