

## Speaker-Ready Room

**Long Beach Convention Center**

**Room 203 B**

Session presenters may utilize the Speaker-Ready Room to preview their presentation, prepare any documents or order last minute audiovisual equipment. Speaker-Ready Room is equipped with computers and printers but **are not** equipped with copy machines. There are copy services and business centers in or near the hotels and the conference center.

### Hours

Sunday, June 4

1:00 p.m. – 5:00 p.m.

Monday, June 5

7:30 a.m. – 4:30 p.m.

Tuesday, June 6

7:30 a.m. – 4:30 p.m.

Wednesday, June 7

7:30 a.m. – 11:00 a.m.

### Preparing for Your Presentation

- If you plan to do a PowerPoint presentation, please bring your program on your own laptop computer.
- Be sure to visit the Speaker-Ready Room to run through your presentation to ensure that it goes smoothly during your session.
- Presenters who need to make changes to their previously uploaded presentation OR have yet to upload a presentation must report to the Speaker Ready Room
- Presenters who need to upload presentations onsite must bring their presentation saved in a portable format (CD or USB/flash drive) to the Speaker Ready Room

### Audiovisual Information

The standard AV set up for each session room is: projector, screen, power connection for a laptop (presenters are required to bring their own laptop) and 2 lavalier microphones. Any additional AV requests must be indicated on the AV Needs Form and are subject to review and approval by PRIMA staff.

