

Core conference workshop session rooms are set in crescent rounds or theater style with a podium, riser and 6' head table. These set ups may not be altered in order to protect the consistency of the sessions.

Pre-conference workshops are set u-shape or classroom style, unless you specifically request an alternate set-up.

Each session will be set with the following AV:

- Computer projector unit (capable of handling resolutions up to 1024 X 768)
- Projection screen
- One wireless lavalier microphone (two for co-presenters)
- Universal navigator mouse (must have USB port) - minimum XP operation system
- Computer audio sound projection
- Wireless internet

****Special Requests:** Please contact christine.montoya@ubm.com

Set-up **does not** include a laptop computer. Please be sure to bring your laptop, all connectors, mouse, and power cables for your laptop! If you are bringing your presentation on your mac computer you will be responsible for providing your DVI-VGA cable at the conference.

During your Q&A segment, an added microphone is **not** necessary. Simply repeat the question asked by the attendee.

Please note:

- No additional AV equipment will be added to a session room on site.
- Set-up does not include personal supplies such as masking tape, scissors, poster board, highlighters, glue, etc.
- All presentations must be PC based.

I agree to the Audio Visual Requirements: