

**Audiovisual Guidelines for the 2009
NCSAUA
Annual Meeting Participants**

- For the meeting all presenters will be required to use **Microsoft Power Point** for their presentations. Use of Power Point will ensure optimal presentation and an easy format for the speaker while providing attendees the excellence in quality they expect at our meetings.
- **Presenters will not be allowed to use their own computers for presentations.** All presentations will be loaded onto the computer in the Speaker Ready room. Presentations ***MUST*** be turned in at the NCS Speaker Ready Room during posted registration hours the ***day prior*** to the presentation (*if they are not turned in you are at risk of not being able to present*). The A/V technician from the Speaker Ready Room will then load the presentations for the speakers onto the main computer in the General Session.
- An A/V technician will be available to answer any question you may have during the Speaker Ready room hours (please visit our website at www.ncsuaa.org for the hours).
- Please let NCS know in advance (annmarie@wjweiser.com) if you will have any video and/or audio clips embedded in your presentation.
- **All presentations MUST** be on one of the following media:
 - USB Memory Stick

The presentation **MUST** be IBM compatible. **NO** MacIntosh programs will be accepted.

NCSAUA 2009 POSTER SESSION

Available for each participant will be a large 4' X 8' poster to pushpins can be used to attach your poster, which **are** provided. The author must be available during the session to answer questions and explain his/her material.

IMPORTANT INFORMATION

The NCSAUA will provide you with: One 4' high by 8' long tack board mounted on a frame and push pins.

NCSAUA Poster Sessions

- **Wednesday, November 11th 4:30 pm – 6:00pm**
GUIDELINES: Posters may be hung after 3:00pm. General audience viewing of the posters for 15 minutes and then a 1minute summary presentation from authors next to their posters.
- **Thursday, November 12th 11:40am – 12:40pm**
GUIDELINES: Posters may be hung after 10:15am. General audience viewing of the posters for 15 minutes and then a 1minute summary presentation from authors next to their posters.