SPEAKER PRESENTATION AND AUDIO-VISUAL INFORMATION

# WSEHA ANNUAL EDUCATIONAL CONFERENCE

# May 1-3, 2017 Wenatchee, WA

Speaker Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POWERPOINT PRESENTATION INSTRUCTIONS**

If you are planning to use a PowerPoint presentation, select one of the following options. You must submit the completed form identifying the AV option you plan to use to Dayna Katula, AV Coordinator/WSEHA Executive Secretary, by **April 7, 2017**. Email a biographic sketch for you and co-presenters (if any) by **March 3, 2017**. If you have any questions, call Dayna at 414-688-2491 or email her at dayna@wseha.org.

NOTE: Actual presentation submittal deadlines and instructions are listed below.

❑ **PREFERRED OPTION 1 – ADVANCE SUBMITTAL AND LOADING OF PRESENTATION**

* Submit your PowerPoint presentation by mail on a disk or by E-mail.
* Presentation must be **RECEIVED** by AV Coordinator no later than **April 29, 2017**.
* Presentation will be scanned using anti-virus software.
* You will receive approval confirmation via email to verify number of slides, animation, and sound.

NOTE: If your electronic file is too large to E-mail, contact the Dayna for additional submittal options.

❑ **OPTION 2 – BRING YOUR PRESENTATION TO AEC ON A THUMB/JUMP DRIVE**

* Must be received by Dayna at workshop office **at least 4 hours** before presentation.
* Presentation will be scanned using anti-virus software.
* Thumb/jump drives not passing scan will not be allowed.

❑ **OPTION 3 – PROVIDE YOUR OWN EQUIPMENT AND SET-UP**

* You are responsible for set-up and technical support of your equipment.
* You may not move or unplug conference equipment.
* Limited time is available between sessions for equipment set-up.

❑ **OPTION 4 – I DO NOT NEED ANY EQUIPMENT OR AV SUPPORT**

Email this form and your presentation to:

dayna@wseha.org

Mail this form and your presentation on a disc or thumb/jump drive to:

WSEHA

1088 Puget Drive East

Port Orchard, WA 98366