ANNUAL MEETING 2024
AUDIOVISUAL GUIDELINES

- For the meeting all moderated poster 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 loaded in the WCET Speaker Ready Room during posted hours no later than **3 hours prior** to your presentation (*if they are not turned in you are at risk of not being able to present*). The A/V technician will then load the presentations for the presenters onto the main computer in the General Session and/or specified breakout/session room.

- An A/V technician will be available to answer any question you may have during the Speaker Ready room hours. Please check the WCET program for Speaker Ready room hours.

- **All presentations MUST** be on one of the following media:
  - USB Memory Stick/Flash or thumb drive

The presentation **MUST** be PC compatible. **NO** Macintosh programs will be accepted.