

AUDIO-VISUAL INFORMATION FOR 2½-HOUR COMMITTEE VETTED SESSIONS AT THE 2009 CAA ANNUAL CONFERENCE IN LOS ANGELES*

Room Set-Up: Each room is set up in theater style and equipped with one LCD (digital) projector for laptops; one screen; an electric pointer; one podium microphone, which can be moved to the speakers' table; and one table microphone. CAA provides LCD projectors in all session rooms but cannot provide computers; please provide your own laptop computer – **IF YOU OR YOUR SPEAKERS ARE USING A MAC LAPTOP YOU MUST PROVIDE YOUR OWN CONNECTION CORD OR DONGLE.** Additional equipment will be provided only in those sessions for which it was requested and approved. *No equipment can be added during the conference.* An usher and a projectionist staff each session room.

Timing the Presentation: The length of time at a speaker's disposal is stipulated by the session chair, who may also wish to place a limit on the number of images or slides to be shown. Talking at a moderate rate, a speaker should calculate two minutes per 250 words.

Digital Projectors: CAA provides MT1065 digital projectors: resolution 1024 x 768 pixels, with high color (15 bit, 16 bit) and true color (24 bit, 32 bit).

Internet Connection: Internet connections are not available in any session rooms.

Trouble Shooting: In the event of a technical glitch, we ask speakers to be patient. The problem will be solved quickly with the aid of the projectionist and the onsite crewmember from CAA's audio-visual company.

Speakers are reminded to collect belongings at the end of the session and to return borrowed carousel drums to the Speaker Ready Room. Any belongings found in session rooms are brought to the Speaker Ready Room, where they will be held until 5:00 PM on Saturday, February 28. CAA cannot be responsible belongings.

The Speaker Ready Room: The Speaker Ready Room will be located room 410 on the Level 2 concourse of the convention center. Hours: Wednesday and Saturday: 8:30 AM to 12:30 PM; 1:30 to 6:00 PM; Thursday and Friday: 8:30 AM to 12:30 PM; 1:30 to 7:30 PM.

SLIDES: Session rooms will NOT be equipped with a slide projector unless requested by the session chair by the appropriate deadline: July 1, 2008.

Slide Preparation: Speakers should arrange slides in single or paired sequences for easy transfer to carousel drums. To avoid last-minute hassles, speakers are strongly urged to bring their own carousels already loaded for projection. (NB: Do not use 120-slide carousels, because they tend to jam.)

Speakers should arrive at their session rooms a half hour before their sessions are scheduled to begin to review procedures with the projectionist and session chair(s). All speakers should make sure that their carousels are clearly labeled and identified with their names and the words "left" or "right" (meaning audience left or right).

If a speaker is unable to bring properly loaded carousels, he or she should bring the slides to the Speaker Ready Room (see below) well in advance of the session. Carousels are available for sign-out. Caramate preview boxes and a VCR with monitor are also provided.

The use of carousels often precludes the convenient repetition of slides. If speakers wish to repeat an image later in the sequence, they must supply a duplicate slide for each time that image is to be shown.

Loading the Carousel Drums: To ensure that speakers have properly loaded their slides into the carousel drums, each slide must bear a dot in the lower left corner of the slide with the image upright. The slide is correctly loaded when the dot appears in the upper right corner with the image correspondingly inverted. Slides should be numbered to correspond to their positions in the projection order. Care should be taken to identify the screen audience left or audience right, upon which the slides are to be projected. This can be done by numbering one sequence 1-L, 2-L, 3-L, etc. (for audience-left screen) and the other 1-R, 2-R, 3-R, etc. (for audience-right screen).

Projecting the Slides: Speakers are urged to project their own slides. There is a remote control for each projector at the podium. The projectionist's main job is to change carousels between speakers and to deal with any technical glitches.

If speakers elect to have the projectionist run their slides, please be aware of the following: The simplest form of parallel projection with carousels is to have the drums move in unison, projecting a new pair of slides at each simple command from

the speaker (e.g. "Next!"). To hold an image on one screen while continuing the sequence on the other screen, or to alternate slide-holds, you must verbally instruct the projectionist at each slide change during the presentation (e.g. "Next on the left!"). Speakers desiring complex pairing sequences should use the remote controls.

*** The date for ordering equipment has passed.**