



Naea

*Advancing Art Education*

## PRESENTER FAQs

**Q:** *If I need to cancel my session, who do I contact?*

**A:** As a courtesy to attendees, please notify us immediately if you will not be able to make your presentation so that we may post a cancellation notice. Please e-mail your name, title of session, and scheduled time to [kduse@arteducators.org](mailto:kduse@arteducators.org). It can be very upsetting to other attendees if we do not know a session will not be presented and they are waiting in the meeting room for the session to begin.

**Q:** *Can I take a look at the room where I am presenting ahead of time?*

**A:** Yes! We recommend that you check your scheduled room at least an hour prior to your presentation to ensure that the required equipment is in place and functioning.

**Q:** *Is there Internet access in my meeting room? Will an LCD projector, screen, and laptop computer be provided?*

**A:** There is **NO** Internet access in the meeting rooms in either the hotel or Convention Center. An LCD projector and screen will be available in each meeting room, but all presenters must bring their own laptop. The LCD projector is universal for both PC and Mac laptops; however, if you are bringing a Mac, please also bring the adapter cable as our AV company does not have many of these on hand.

**Q:** *The AV equipment that I requested for my presentation is not in my scheduled room. What do I do?*

**A:** If the AV equipment that you requested is not in the room, notify the NAEA Staff at the NAEA Registration Desk. Please note: In most cases there will be no audio visual equipment supplied for business meetings.

**Q:** *The AV equipment in my scheduled room is not functioning. What do I do?*

**A:** Should any AV equipment that you requested malfunction, please look for a technician from Dyventive that are available throughout the meeting rooms or notify the NAEA Staff at the NAEA Registration Desk.

**Q:** *Can I request additional AV equipment after I arrive at the Convention?*

**A:** Yes. After arriving at the Convention, you may request additional AV equipment at your own expense. Fees will not be covered by NAEA. If you need to rent additional equipment, notify NAEA Staff at the NAEA Registration Desk. Let the AV contractor know that you are an NAEA Presenter.

**Q:** *Can I "borrow" equipment from another presentation room?*

**A:** No. Under no circumstances may AV equipment or furniture be moved from one room to another.

**Q:** *I ran out of handouts at my session. What can I do?*

**A:** Presenters who wish to make their handouts/slides, or other information related to their sessions available to attendees electronically after the convention should e-mail them to Linda Scott at [lscott@arteducators.org](mailto:lscott@arteducators.org). These materials will be posted on the NAEA website and will be available for download at [www.arteducators.org/presentations](http://www.arteducators.org/presentations).