

AUDIO-VISUAL INFORMATION FOR THE CAA ANNUAL CONFERENCE DALLAS 2008*

Room Set-up. Each room will be set up in theater style and equipped with one LCD (digital) projector for laptops; two slide projectors with remote controls at the podium for the simultaneous projection of 2x2-inch slides in carousel drums; two screens; an electric pointer; one podium microphone, which can be moved to the speakers' table; and one table microphone. CAA will provide LCD projectors in all session rooms, but we cannot provide computers, so please provide your own laptop computer. Additional equipment (e.g. video projectors) 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 will staff each session room.

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

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. (N.B.: Do not use 120-slide carousels, because they tend to jam.)

Speakers should arrive at their session rooms one half-hour before their sessions are scheduled to begin so that they can 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 will be available for signing out. Caramate preview boxes and a VCR with monitor will also be 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 hand corner of the slide with the image upright. The slide is correctly loaded when the dot appears in the upper right hand 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 will be 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.

Digital Projectors. We provide MT1065 digital projectors: resolution 1024 x 768, with high color (15 bit, 16 bit), true color (24 bit, 32 bit).

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 on-site crewmember from CAA's audio-visual company.

Speakers are reminded to collect slides at the end of the session and to return borrowed carousel drums to the Speaker Ready Room. Any slides found in session rooms will be brought to the Speaker Ready Room, where they will be held until 5:00 p.m. Saturday. CAA cannot be responsible for lost slides.

The Speaker Ready Room. The Speaker Ready Room will be located in the Adam's Mark Hotel (Press Club Room, Second Floor). Hours: Wednesday and Saturday: 8:30 a.m. to 12:30 p.m.; 1:30 to 6:00 p.m.; Thursday and Friday: 8:30a.m. to 12:30p.m.; 1:30 to 7:30p.m.

***the date for ordering equipment has passed**