

GUIDANCE FOR SPEAKER READY ROOM LEAD AT AN ITEA EVENT

On behalf of the Event Committee and the ITEA Board of Directors, we thank you for accepting our invitation to support the Speaker Ready Room.

- The Technical Program Chair will give each Track Chair an envelope containing presenter bios and Technical Track Session evaluation forms for their track.
- Each Technical Track will be assigned a laptop computer, a remote control/laser pointer, a memory stick, and a projector.
- The Speaker Ready Room Lead will be responsible for collecting, loading, and testing the presentations on the laptops for each Track, as well as onto a memory stick as a backup.
- The Technical Track Chairs will collect the laptop and memory stick, the remote control/laser pointer, and the projector for their Track at least one-half hour (30 minutes) prior to the start of their Track Session.
- After their Track Session, the Track Chairs will bring the laptop and memory stick, the remote control/laser pointer, the projector, and any Session Evaluation Forms back to the Speaker Ready Room.
- The Speaker Ready Room Lead will be responsible for ensuring that all Track Chairs return their equipment, and that the equipment is secured at the end of each day.