

2020 NEC Information and Instructions

- **Speakers should submit their presentation at least 4 hours before their session.** More information is in the “Uploading Your Presentation” section below. If you are unsure whether you need to prepare a presentation, please contact your session organizer/moderator.
- A computer and projector will be available for all sessions.
- Please arrive at your session at least 20 minutes in advance of the scheduled start to check that your presentation is loaded correctly and to receive any last-minute instructions from your session’s organizer(s)/moderator(s).
- Please adhere to the time allotted to you by your organizer to ensure that the session runs on-time and that you respect the time of your fellow presenters.
- EERI Plans to post all presentation slides online after the meeting. You will have the option to decline to have your presentation posted online when you upload your presentation.
- If you are presenting in a plenary session, you should prepare your presentation for a widescreen projection (16:9 aspect ratio). For Breakout sessions, you can prepare your presentation for either widescreen or standard projection ([click here to learn how to change your slide size](#)).
- Moderators: If you have a presentation you plan to make during your session, you will also be able to upload it as described below. If you will not have a presentation, you can disregard the information below. Additional moderator information will be sent to you soon.

Uploading Your Presentation:

All audiovisual presentation files must be submitted in the on-site Speaker Ready Room at the Conference.

During the submission process PSAV customer service representatives will be available to assist you. Please email the support team at Support@psavds.com if you have any questions. PSAV representatives will also be in the Speaker Ready room (Marina 4, hours listed below) at the conference to provide on-site service.

A/V Speaker Ready Room Hours of Operation: (Located in the Marina 4 room)

Tuesday, March 3 rd	noon – 8 pm
Wednesday, March 4 th	7 am – 6 pm
Thursday, March 5 th	7 am – 6 pm
Friday, March 6 th	8 am – 3 pm

If you have any questions about uploading your presentation, please send an email to our support team at Support@psavds.com.