**DUE TO Your Track Chair:**

July 15, 2015

# Joint Technical Communities Conference 2015

**(JTCC 2015)**

## Thursday-Friday, October 22-23 – Orlando, FL

**Session #:**  E3

Speaker Name(s): Shawn Wallace

Session Title: “STOP! You are automating too much! (and other tales from the field)”

Session Time: 1245

Track Chair Name: Kristal Ray

**It is expected that you, as the presenter, provide the following prior to the conference:**

* Draft PowerPoint presentation by Aug. 1st
* Final PowerPoint presentation by Sept. 15th

**It is expected that you, as the presenter, provide the following on-site at the conference:**

* Any session handouts in sufficient copies for your audience.

**JTCC will not provide:**

* An internet connection;
* Copies of handouts;
* On-site requests for audio-visual equipment; or
* Microphones (due to room size, they are unnecessary).

**Session Room Set Up:**

* Each session will have an LCD projector, laptop with pre-loaded presentations, and a screen.
* Rooms will be set classroom or theatre style, depending on the number of attendees and size of room.

Plan to arrive at your room 30 minutes in advance. Rooms are not available for setup the day before your session.

**Other Audio-Visual Equipment Available:**

Due to the increasing costs of audio-visual equipment, please request only what you need.

Note that overhead projectors are usually not appropriate for this conference*.*

\_\_\_\_\_ Flip Chart with Markers (maximum of 1)

\_\_\_\_\_ Other:

***\*\*JTCC reserves the right to approve any special requests for equipment listed above.***

If you do not require any other audio-visual equipment than the standard set up, please indicate accordingly on this form and return to JTCC upon receipt.

\_X\_\_ Ido not require any additional audio-visual equipment and I understand that

Audio-visual equipment may not be ordered on-site.

**Please return this completed form no later than July 15th 2015 to your track chair.**