



WesternITE Annual Meeting

Room Power/Audio/Visual Systems Requirements

Revised August 2019

Global

For Saturday through Wednesday

1. **WiFi** – free to all WesternITE users via password in vendor exhibit area and meeting rooms. In bedrooms and common area also if possible.
2. **Signing** – Displays every WesternITE room event adjacent to entry doorway. Electronic displays on general reader boards of the schedule of events that day wherever common area displays are available. External signing (when available) would show logo, meeting title and dates. (no charge)
3. **Easels** – up to 20 available (no charge)
4. **Small Meeting room spaces (minimum three from Sunday through Wednesday noon: storage/registration, committee meetings, preparation room)** – access to power outlets

Specific AV Requirements by Day and Event:

Saturday

None

Sunday

1. **Board Meeting**
 - a. Power access for 25-30 computers
 - b. Projector with power and HDMI computer cable (if necessary)
 - c. Screen (if necessary)
2. **Student Competition**
 - a. Power access
3. **Get Acquainted** – microphone

Monday

1. **Opening Session Room** (which often serves as lunch room)
 - a. Head table lectern with microphone
 - b. Portable microphone if possible at no additional cost
 - c. Screen (up to two or a drop down) if necessary
 - d. Projector with power and HDMI computer cable (if necessary) – up to two set ups
2. **Technical Session Rooms** (up to four rooms, each)
 - a. Head table lectern with microphone
 - b. Screen (or a drop down)
 - c. Projector with power and HDMI computer cable (if necessary)
3. **Exhibit Hall**
 - a. Basic power strip for small power needs of each booth (computer, cell phone charging) – typically provided by vendor providing exhibit hall setup

- b. Additional power needs (by request, paid for separately) – typically through vendor providing exhibit hall setup
- c. Microphone (if necessary)

Tuesday

1. **Lunch room**
 - a. Head table lectern with microphone
 - b. Portable microphone if possible at no additional cost
2. **Technical Session Rooms** (up to four rooms, each)
 - a. Head table lectern with microphone
 - b. Screen (or a drop down)
 - c. Projector with power and HDMI computer cable (if necessary)
3. **District Track**
 - a. Head table lectern with microphone
4. **Traffic Bowl Room (Student and Professional)**
 - a. Three head tables for four people, each with a microphone
 - b. Power to support Traffic Bowl set up
 - c. Judges table for four people, one microphone
 - d. One portable microphone for MC
 - e. Screen (or a drop down)
 - f. Projector with power and HDMI computer cable (if necessary)
 - g. Feedback monitor (TV screen) for contestants
5. **Exhibit Hall**
 - a. Basic power strip for small power needs of each booth (computer, cell phone charging) – typically provided by vendor providing exhibit hall setup
 - d. Additional power needs (by request, paid for separately) – typically through vendor providing exhibit hall setup
 - b. Microphone (if necessary)
6. **Banquet room**
 - a. Freestanding lectern w/microphone
 - b. Screen (up to two or a drop down)
 - c. Projector with power and HDMI computer cable (if necessary) – up to two set ups
 - d. Entertainment (band) power and stage needs including dance floor

Wednesday

1. **Technical Session Rooms** (up to four rooms, each)
 - a. Head table lectern with microphone
 - b. Screen (or a drop down)
 - c. Projector with power and HDMI computer cable (if necessary)
2. **Lunch room**
 - a. Head table lectern with microphone
3. **OPTIONAL: Workshop after luncheon (pre- or post-meeting)**
 - a. Head table lectern with microphone
 - b. Screen (or a drop down)
 - c. Projector with power and HDMI computer cable (if necessary)