



ITE Western District Annual Meeting

Room Power/Audio/Visual Systems Requirements

Global

For Saturday through Wednesday

1. **WiFi** – free to all Annual Meeting users via password in vendor exhibit area and meeting rooms. In bedrooms and common area also if possible. (Negotiate for no charge)
2. **Signing** – Displays every Annual Meeting 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

1. **LAC Office** – Power access

Sunday

1. **LAC Office and Registration** – Power access for both
2. **Board Meeting**
 - a. Power access for 25-30 computers
 - b. Projector with power and HDMI computer cable (if necessary)
 - c. Screen (if necessary)
3. **Student Competition**
 - a. Microphone (if necessary)
 - b. Power access, projector, and screen if budget allows
4. **OPTIONAL: Workshop**
 - a. Head table lectern with microphone
 - b. Screen (or a drop down)
 - c. Projector with power and HDMI computer cable (if necessary)
5. **Get Acquainted** – microphone (if necessary)

Monday

1. **LAC Office and Registration** – Power access for both
2. **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
3. **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)



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4. **District Track**
 - a. Head table lectern with microphone
 - b. Screen (or a drop down) (if budget allows)
 - c. Projector with power and HDMI computer cable (if budget allows)
5. **Speaker Prep Room** – Power Access
6. **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 – if budget allows
 - b. Additional power needs (by request, paid for separately by exhibitor) – typically through vendor providing exhibit hall setup
 - c. Microphone (if necessary)

Tuesday

1. **LAC Office and Registration** – Power access for both
2. **Lunch room**
 - a. Head table lectern with microphone
 - b. Portable microphone if possible at no additional cost
3. **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)
4. **District Track**
 - a. Head table lectern with microphone
 - b. Screen (or a drop down) (if budget allows)
 - c. Projector with power and HDMI computer cable (if budget allows)
5. **Professional Competition**
 - a. Judges table for four people, one microphone
 - b. One portable microphone for MC
 - c. Microphones for contestants (amount varies depending on format)
 - d. Screen (or a drop down)
 - e. Projector with power and HDMI computer cable (if necessary)
6. **Speaker Prep Room** – Power Access
7. **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 – if budget allows
 - b. Additional power needs (by request, paid for separately by exhibitor) – typically through vendor providing exhibit hall setup
8. **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



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Wednesday

1. **LAC Office and Registration** – Power access for both
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. **Speaker Prep Room** – Power Access
4. **Lunch room**
 - a. Head table lectern with microphone