



Presenter Information and Guidelines

**Barry and Florence Friedberg
Auditorium, & Ely Meyerson
Continuing Education Hall**

777 Glades Road, Bldg. CEH 31D
Boca Raton, FL 33431

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PRESENTATION REQUIREMENTS

Please email any technical needs that you may have prior to the start of your program to jscara@fau.edu. All PowerPoint presentations, DVDs, etc. must be tested at least 2-3 days in advance of your program to ensure a smooth presentation. Files may be emailed or delivered online through a file sharing website like [dropbox.com](https://www.dropbox.com).

(For Dropbox account assistance please contact Judith Scara at jscara@fau.edu).

ARRIVAL

Please arrive 20 minutes before your presentation/program begins.

If an unanticipated absence or lateness occurs (illness, emergency, traffic, etc.) please call us as soon as possible in the A/V room at **561.297.6902**, or the lobby at **561.297.0670**.

PARKING

There are two OLLI parking spots reserved specifically for our OLLI Faculty at the northeast corner of Lot 15 directly across from the Barry and Florence Friedberg Auditorium. They are available for your use from 30 minutes prior to and 30 minutes after your program.

PRESENTATION GUIDELINES

- Please do not end any earlier than five minutes before the scheduled end time. The clock on the rear wall of the Auditorium can be used as a reference point.
- A break (*optional*) of about 10 minutes can be given 45-50 minutes after your start time, or where appropriate in your program, if you should choose to do so.
- Q&A sessions may follow your formal 90-minute presentation/program but should be conducted in the lobby and should not extend beyond 5-10 minutes.
- We will let you know if we plan to make an introduction or announcements before the start of your program.
- Please e-mail jscara@fau.edu or fax **561.297.3481** any handouts you intend to use at least three (3) days prior to your program. We will copy/collate and distribute them to your attendees. We cannot guarantee being able to reproduce handouts that we receive at the last minute.
- Any request for media requirements should be directed to Judith Scara at jscara@fau.edu in advance of your start date. An A/V technician will be available during your program to assist you with any technical issues that may occur.