Important Annual Meeting Information and Deadlines

Meeting Planner: Kaylin Taylor | Text/Call: 386-490-7803 | Email: Kaylin@taylormadeeventco.com

Dear Committee Chairs,

Thank you for all you do to make the AAVLD Annual Meeting a success! I look forward to working with you, and I am happy to provide you with support before, during, and after the meeting. Please see below for more information regarding your Committee Meeting:

- **Agendas:** Please submit your agendas by September 15. Please follow the instructions outlined in the AAVLD Committee SOP within the Committee Chair Package using the agenda submission link. We will input these in the Annual Meeting Mobile App and AAVLD website so attendees can view them when they look at the description for your Committee Meeting. Revisions are allowed, but please try to keep them to a minimum if possible.
- **Annual Meeting Mobile App:** Along with Agendas, you can attach any other PDFs you deem appropriate to your Committee Meeting in the App. These can include surveys, resolutions, flyers, or any other important documents. Please send these to me as soon as you can.
- **Audio/Visual Equipment:** Please bring a laptop to present on with an HDMI port or adapter. You will need to bring your own adapters if your laptop does not have an HDMI port. This is how you will plug into the projector. If you require more than the standard items listed below, please let me know by September 1st. We will need to get permission from Dr. Dave Zeman and will need time to make sure the extra equipment makes it into our order:
    - Projector
    - Screen
    - Podium with Microphone
    - Wireless Mouse with Laser Pointer
- **Virtual Speakers:** If you have a Virtual Speaker, it is easiest to get a pre-recorded video and simply play this during your meeting. Understanding that this doesn't allow for question and answer/discussion, if you need to have a live Virtual Speaker, please let me know as soon as possible. This will require additional Audio-Visual Equipment and is not something we can set up on the spot. We will also need to get approval from Dr. Zeman because of the additional cost.
- **Time Frame:** Please respect the time frame of your committee meeting and end on time. This allows proper time for the next Committee to get set up and prepare for their meeting.
- **Help on the day of your meeting:** Either I or my assistant will be in to check on you before your meeting starts to make sure you have everything you need. You will also see tech support who will make sure all is working with the A/V equipment. If a problem arises during your session the best and quickest way to get help is to text or call me at 386-490-7803. Please state your committee, meeting room name, and the problem and I will be able to arrange help with whatever you need.

- **AAVLD/USAHA Office Room:** If you need to revise a document, print something, or make copies, there is an Office Room with the proper equipment at your disposal. The Office Room is open on all days of the Annual Meeting from roughly 7:30 AM-6:00 PM.