



## Presenter Information and Guidelines

### Broward Center for the Performing Arts Abdo New River Room; JM Family Studio

201 SW 5th Avenue  
Fort Lauderdale, FL 33312

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### PRESENTATION REQUIREMENTS

Please email any technical needs that you may have prior to the start of your program to [agionta@fau.edu](mailto:agionta@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 Adrienne Gionta at [agionta@fau.edu](mailto:agionta@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 at **561.297.0177**.

### PARKING

Parking garages are available around the Broward Center for the Performing Arts. The cost to park in these garages ranges from \$5 to \$15 and is subject to change.

### PRESENTATION GUIDELINES

- Please do not end any earlier than five minutes before the scheduled end time.
- 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 [agionta@fau.edu](mailto:agionta@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 Adrienne Gionta at [agionta@fau.edu](mailto:agionta@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.