OSHER LIFELONG LEARNING INSTITUTE, FT. LAUDERDALE
FLORIDA ATLANTIC UNIVERSITY.

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
561.297.0177 | fax: 561.297.3481
ollifll@fau.edu | ollifll.fau.edu

PRESENTATION REQUIREMENTS
Please email any technical needs that you may have prior to the start of your program to 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.

(For Dropbox account assistance please contact Adrienne Gionta at 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 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 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.