

# EAA AirVenture Presentation Information



## General

Thank you for your interest in being a part of the AirVenture Presentations. The following is additional information you should be aware of.

We wish to make your presentation experience as enjoyable as possible. If you have any special needs or concerns, please visit the Presentations Office located in the center of the Forums Plaza or contact Mark Forss at 920-426-6588 during AirVenture

## Admission, Travel, Lodging and Parking

Since the inception of the EAA Forums, over 50 years ago, participation in this special program has been on a volunteer basis. As such, each presenter is responsible for their own transportation, lodging, meals, admission and parking. Complete information on this is available at [www.airventure.org](http://www.airventure.org)

## Presentation Tips

Please take time to familiarize yourself with the location of the Presentation Venues on the AirVenture Grounds. Maps of the site and the Pavilion layout are enclosed.

Arrive at your scheduled presentation location at least *15 minutes* prior to your presentation

It is important that each speaker start and end their Presentation in the time period allotted.. Please be considerate of the speaker following your session by ending your presentation within the time allowed. After your allotted time, if you need to answer additional questions, please move your discussion outside the presentation venue.

Remember to use the microphone provided during the presentation. This allows all attendees to clearly hear your presentation.

## Transportation

LIMITED transportation, for very special situations, from the parking lots to the presentation areas, may be available if you have special needs to transport equipment, etc. Check on the availability of this at the Presentation Office, or contact Mark Forss at the number listed. Transportation must be scheduled a minimum of 24 hours in advance with the Forums Office.



## Equipment Provided

Each pavilion is equipped with a podium, digital projector (your personal laptop can be connected to this), projection screen painted

on stage back wall, sound system with corded microphone, desktop computer with CDROM (Windows Operating System and Microsoft software), VHS tape player (NTSC consumer style), DVD Player (US Region), and a Chalkboard or Whiteboard. In addition, Overhead transparency projectors and 35mm slide projectors are available on a limited basis and may be checked out for your presentation at the Presentations Office located in the center of the Forums Plaza.

If you choose to use the installed computer hardware, make sure your presentation is on jump drive. In addition we suggest any graphics or images are made at the lowest electronic resolution (size) possible to reduce the time required to display images.

If you use your personal laptop, make sure you know how to switch the screen output to the monitor port of your laptop to connect with the digital projector

We also recommend that you do not use CD-RW disks. While these are a convenient way to transport information, the computers may not be compatible with these devices.

## PowerPoint Recommendations

If your presentation is made with PowerPoint, we recommend using larger fonts and limiting the number of graphs and text on each slide. It has been our experience that more slides with less text and more graphics per slide works much better than fewer slides filled with multiple text, graphics and graphs. In addition we suggest any graphics or images are made at the lowest electronic resolution (size) possible.

## Commercial Activity - IMPORTANT

The Forum presentations are an opportunity to share educational information with fellow EAA members, It is not a venue for promoting commercial products and services or presenting "infomercials". No commercial activity or solicitation or advertising of any type is allowed on Convention Grounds without the express written approval of EAA Marketing and the EAA Convention Office. This includes the Forums Plaza, EAA parking lots, EAA campgrounds and the flight line.

## Published Information and Website

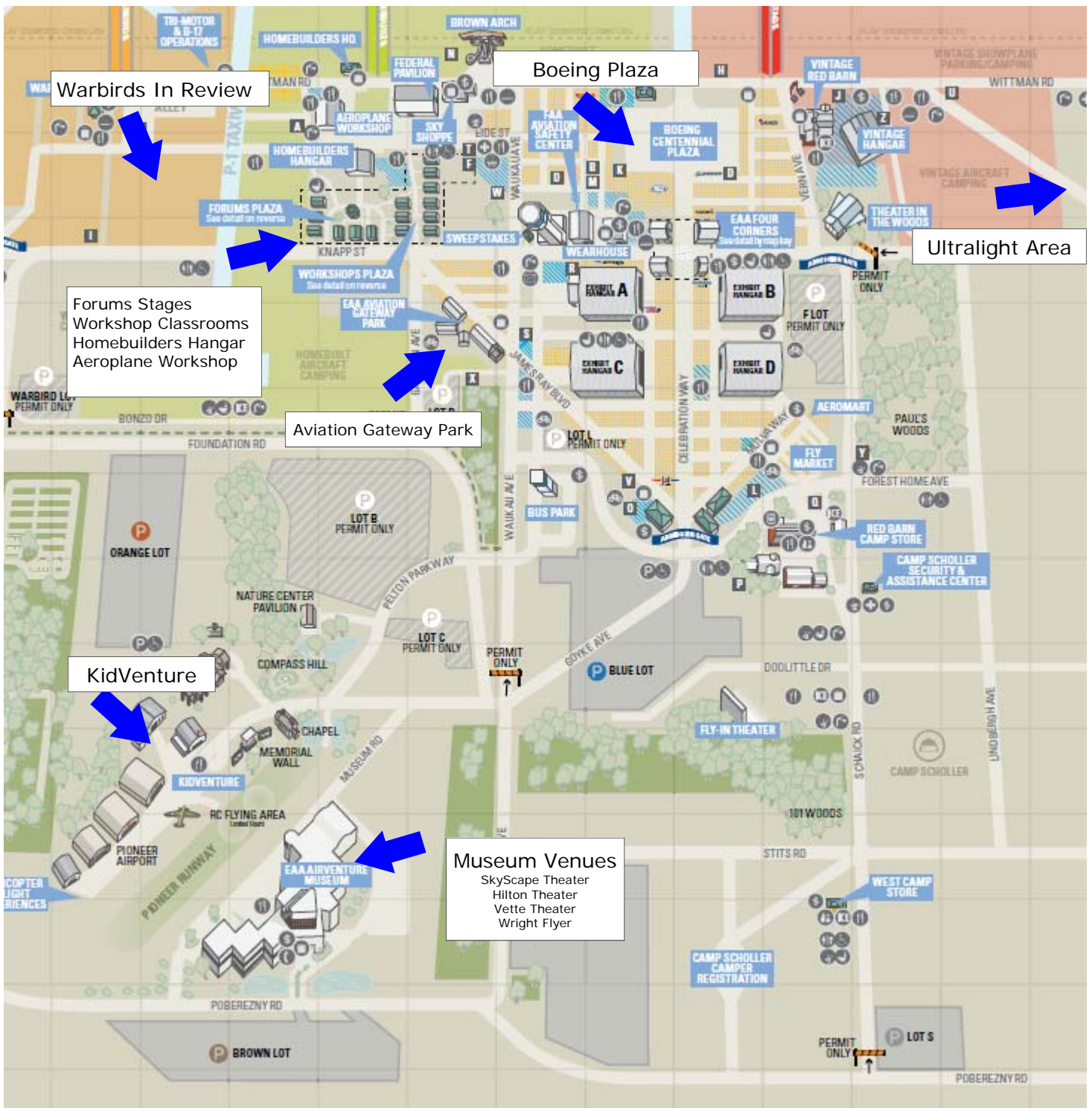
Forums presentation information is published in the following sources: EAA AirVenture Info Guide, EAA's AirVenture Today and the EAA AirVenture Website

## Point of Contact:

If you have any questions about Forums scheduling or updates, please contact:

Mark Forss  
EAA AirVenture Presentations and Workshops  
Office Tel: 920-426-6588  
Fax: 920-426-6579  
Email: [mforss@eaa.org](mailto:mforss@eaa.org)  
FORUMS OFFICE 920-230-7735 (During AirVenture)

# General Site Map



More details Online at: [www.airventure.org](http://www.airventure.org)