



## ON-SITE LOGISTICS

### **Badge Pick-Up at Conference**

You will proceed to ILTA's registration desk to receive your registration package (if you have registered for the conference) or to receive your Day Pass (if you are coming for one day only).

**Members** will head to the member registration desk in the convention center.

**Consultants** and **Vendors** will go to the vendor registration desk.

### **Location & Time of Session**

Confirm your session location and time in the conference journal, session grid or the mobile app.

### **Arrival to Session**

Arrive at least **15-30** minutes before your session is scheduled to begin, to check the room setup, equipment, etc. Your session coordinator will also be in the room and will help with any issues. GRC Productions will have AV support for each session room.

### **Laptop Setup**

ILTA will provide one laptop in each session room. Each laptop will have Microsoft Office 2010, Internet Explorer and Adobe Reader. Each session room will have wired and wireless internet connection.

**PLEASE BRING YOUR PRESENTATION WITH YOU. THE SESSION ROOM LAPTOP WILL NOT HAVE PRESENTATIONS PRE-LOADED.**

### **Session Introductions**

Advise your Conference Team Member of any preferences for introducing you.