

DISPLAY WEEK SID 2018 SYMPOSIUM

Audio Visual Submission Procedures and

Guidelines for Oral Presentations

PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET

Symposium authors are requested to read this material in order to properly upload their presentation slides in advance of the symposium. The system used is a web-enabled presentation delivery and management system that will allow symposium presenters the opportunity to upload their PowerPoint presentations directly to a SID 2018 presentation server prior to arriving on-site for the 2018 symposium.

This pre-submission upload site will be live on May 1, 2018 and can be accessed from your web browser. Detailed instructions for uploading your presentation will be e-mailed to you two weeks before the site goes "live". The deadline for pre-submitting your presentation electronically will be May 21, 2018, the Monday prior to the start of the meeting.

The pre-submission upload process of your presentation is broken into three parts: the Login, the Upload, and the Confirmation.

1. Login

The e-mail notification referenced above will provide a URL, "unique identifier," and password. This "unique identifier" and password will be queried against SID's database of presenters and if validated by the server, you will be sent to the Upload page.

2. Upload

On this page, you will be presented with a "data grid" which displays information about when and where you are presenting. You will be asked to create a folder on your hard drive, name the folder according to our instructions and put your presentation and any accompanying files within it. You will then use a special "applet" on the web page to find the folder you just created on your hard drive and upload it. During the upload process, you will see a progress bar that "accurately" indicates the amount of time left before the upload is complete.

3. Confirmation

After the files are successfully written to the server, you will be sent to the confirmation page, where you are shown a listing of the files that were successfully uploaded to the server. During this process, an email is created and sent to you and the SID technical crew, reiterating this same information. Also, our internal presentation database is updated, to indicate the date and time that you uploaded your presentation. You will then be asked to logout to finish the process. Please keep in mind that this electronic pre-submission presentation delivery system will benefit those presenters with high-speed internet access or those electronic presentations below 50 MB in size with a dial-up service account. Presenters with large, embedded video files within their PowerPoint presentations should make it a point to deliver their presentation media to the speaker ready room for review and loading of their presentation onto the show server in person, at your allotted time frame. Otherwise, the upload process of your presentation on-line could take a very long time, even with high-speed connectivity to our site.

SPEAKER READY ROOM CHECK-IN PROCEDURES

- If you pre-submitted your presentation, please come to the Speaker Ready Room a minimum of 24 hours in advance of your talk. Otherwise, take your presentation to Speaker Ready Room, a minimum of 24 hours in advance of your talk.
- Upon arrival at the Speaker Ready Room, a technician will check you in, upload your presentation if necessary and then assign you to one of six preview stations where you will be able to review and finalize your presentation.
- Once you have finalized your presentation, there will be limited opportunity to make further changes. Please make every effort to finalize your presentation for AM sessions by closing time the day prior and for afternoon sessions by 11:30 am that day.
- Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.
- Internet connectivity is not available in oral session rooms.

If you are attending the SID convention only for the day of your session, we strongly recommend still visiting the Speaker Ready Room as early as possible to test and load your presentation file into the presentation server. An audio/visual technician will be on duty in each individual workshop room to ensure a smooth transition between speakers in meeting rooms, to answer any equipment questions and to adjust lighting and sound levels to your requirements.

UNDER NO CIRCUMSTANCES WILL PRESENTERS BE ALLOWED TO E-MAIL PRESENTATIONS TO SID.

SPEAKER READY ROOM HOURS

The SID Speaker Ready Room is located in Room 510 of the Los Angeles Convention Center. The hours of operation are:

Sunday,	May 20	7:00 am – 6:00 pm
Monday,	May 21	7:00 am – 6:00 pm
Tuesday,	May 22	7:00 am – 6:00 pm
Wednesday,	May 23	7:00 am – 6:00 pm
Thursday,	May 24	7:00 am – 6:00 pm
Friday,	May 25	7:00 am – 12:00 pm

AUDIO/VISUAL & COMPUTER EQUIPMENT

A Windows PC computer will be setup next to the podium in each workshop session room with the following configuration:

- ♣ Processor: a minimum Intel Core i5 520M 2.4-GHz Dual Core
- ♣ 8-GB RAM
- ♣ 1440 x 900 at 24-bit color depth
- ♣ Microsoft Windows XP Professional
- ♣ Microsoft Office 2010
- ♣ Windows Media Player (Version 10)
- ♣ QuickTime (Latest Version)
- ♣ Flash Player (Latest Version)
- ♣ Adobe Acrobat Reader (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the software formats listed below:

- ♣ PowerPoint 2010 or earlier version
- ♣ Operating System: Media should be PC Formatted
- ♣ Web Browser: Internet Explorer 6 SP-2
- ♣ Plug-Ins: Quick-Time 7*, Adobe Acrobat 7
- ♣ Video Playback: Windows Media Player 10; Quick-Time 7*
- ♣ PDF Reader: Adobe Acrobat 7
- ♣ Unix Users: Bring HTML Files or Adobe Acrobat 7

***Note: ALL Quick-Time users should make sure to submit their presentation to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that will be required.**

Please submit your presentation utilizing one of the following media types:

- ♣ USB Mini Drives – Any brand as long as they do not require drivers.
- ♣ CD-ROM a.k.a CD-R
- ♣ CD-RW (not recommended)
- ♣ Floppy (if multiple floppies for PowerPoint, please use Pack and Go)
- ♣ Memory Cards (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Audio-Visual Equipment that will be setup in each workshop session room:

- ♣ Minimum 3300-lumen LCD projector (1024 x 768 screen resolution)
- ♣ 17" LCD Flat Panel preview monitor (connected to computer)
- ♣ Audio Direct Box for computer audio connection to the meeting room PA system
- ♣ Table Microphones
- ♣ Podium Microphone
- ♣ Projection Screen
- ♣ Microphone Mixer

GUIDELINES FOR COMPATIBILITY

Aspect Ratio: 16:9

Fonts: The presentation systems will be loaded with **Standard Windows Fonts**. If your presentation contains any special fonts, you must provide a copy of the font, to be loaded on the presentation system. To be safe, use Arial or Times New Roman to create your presentation. Please pay special attention to fonts, if you use scientific notation within your presentation, as this is often written using a non-standard font.

Formatting: Presentations are most readable when using a dark background (Blue, for example) and bright lettering (Yellow or White). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the back of the room, and break up a complex slide into a series of slides, to make it more intelligible.

Slide Master: Make use of the Slide Master capability of PowerPoint, to standardize the look of your presentation. That way, if you need to change the bullets or fonts, they can be changed globally. (You won't have to edit each slide individually)

Embedded Images: The maximum display resolution of our presentation machines is 1024 x 768. When inserting images into a PowerPoint presentation, you should reduce their Image Size (in an external program, like Photoshop) to approximate their on-screen size in the Presentation. If you insert large scanned images, or large images from a digital camera (above 1024x768), PowerPoint will have to re-size the image to fit the screen "on-the-fly" during your presentation. This will cause your presentation to be much larger (in MB) than it needs to be and can often cause unwanted pauses and slow performance during slide advance.

Linked Media Files: If you will be using Linked Media Files, please create a folder on your machine and store your presentation and all the media files within that folder. That way when you transfer the files to us, you will be sure to transfer all the appropriate files, and their relative location will remain the same.

Media files fall into three categories:

- 1) Files that can be played within PowerPoint natively
- 2) Files that can be played within PowerPoint, with the addition of an appropriate "Codec"
- 3) Files that **cannot** be played within your PowerPoint presentation and require an external viewer.

Windows Media: Generally, any media file that can be played within Windows Media Player, can be linked to your PowerPoint Presentation (and be played from within it). Please pay close attention to the Codec that was used to encode the file. If you're not sure what it is, please contact the person who created the file. Some examples of Codec's that are supported directly for playback within your presentation are: MPEG1, Indeo 5 and Cinepak. If you are using a "non-standard" codec, you will have to provide a copy of it to us at least 24 hours in advance, so we may install it on the presentation machine.

Real Player and QuickTime movies, cannot be played within your PowerPoint presentation. However you can create an "Action Button" which will allow you to click on an icon in your PowerPoint slide and it will spawn the appropriate viewer application and load the movie for you. Because of this limitation, you may want to consider compressing your movie file into an appropriate Windows Media format.

Macintosh Users: There are a number of challenges involved in transferring PowerPoint presentations between the Mac and Windows. Fonts are often a problem, and you may want to consider using Times New Roman. If you have any embedded images, please convert them to JPEG before inserting them into your Presentation. (Otherwise they may not transfer properly) If you are using QuickTime movies in your presentation, you will incur the same limitations outlined above.

Unix Users must have HTML files or PDF files in Adobe Acrobat 5.05.

Acrobat Reader: You are welcome to bring your files in Acrobat's PDF format; however, editing these files at the meeting will not be possible.

HTML presentations: Make sure that your files are portable. Data will be copied from your media to the network's hard drive. If files are not portable, you could lose links between pages.

Web Server: Web Server is not on the network so please plan accordingly.

Other Plug-Ins or Active X controls: These cannot be installed into the network. If your presentation takes advantage of a function not built into Internet Explorer 5.5 or the Plug-Ins mentioned above, you may have difficulties on site.

Please contact SID@projection.com with questions.

RESTRICTIONS ON SELF-PROMOTION

The SID discourages the presentation of more than 3 slides dedicated to your company and its products. We realize that promoting your company is important and may be part of the reason you present at this and other conferences, but promotional slides should not encompass the majority of your presentation. We have gotten a number of complaints on this issue recently. Our attendees are interested in your viewpoints on the particular subject such as market outlooks, technology, technology analysis, product trends, etc., but attendees do not want to be 'sold' a product or even a company. Please help make this a successful event by bringing valuable content to the industry.

PREPARATION OF YOUR PRESENTATION

- Your first slide should be an introductory slide that consists of the title of the presentation, the author's name and affiliation, a photo of the author, and a brief bulleted bio of the author.
- Graphics must be well designed, simple, and readable by everyone in the audience. It is worthwhile to use professional preparation services, if possible.
- Use as few graphics as needed that can be discussed in the time allotted. As a general rule, use one graphic for each one or two minutes of presentation time.
- Presentations are most readable when using a dark background (blue, for example) and bright lettering (yellow or white). It is often helpful to step 8-10 feet back from your computer

screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the back of the room, and break up a complex slide into a series of slides.

- Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.
- Do not show long or complicated formulas or equations. Each graphic should remain on the screen at least 20 seconds.
- Use the absolute minimum number of words in the title, subtitle, and captions. Remember that standard abbreviations are acceptable.
- Use bold characters not fancy serifs.
- Table preparation: Do not use more than three or four vertical columns and six to eight horizontal rows. If there are any more columns or rows, the information will not be readable. Do not use ruled vertical or horizontal lines; they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.
- Graph preparation: Generally, do not use more than one or two curves on one diagram; a maximum of three to four curves may be shown, but only if well separated. Label each curve; do not use symbols and a legend. Do not show data points unless scatter is important.
- Colored graphs are very effective. Color adds attractiveness, interest and clarity to slide and viewgraph illustrations and should be used whenever possible. If you use color, remember that contrasting colors are easier to see.
- Critically examine every graphic and view them under adverse light conditions before presenting at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.
- An introductory and concluding graphic can greatly improve the focus of your talk.

FONT LIST

If the typeface you are using in your presentation does not show up in this list, your text will not display in the exact lettering style you want, and may change the precise positioning and flow of text.

Abadi MT Condensed Light Regular
Abadi MT Condensed Light Italic
Abadi MT Condensed Light Bold
Abadi MT Condensed Light Bold Italic
Academy Engraved LET Plain
Academy Engraved LET Italic
Academy Engraved LET Bold
Academy Engraved LET Bold Italic
Albertus Extra Bold Bold
Albertus Extra Bold Bold Italic
Albertus Medium Regular
Albertus Medium Italic

Albertus Medium Bold
Albertus Medium Bold Italic
Antique Olive Regular
Antique Olive Italic
Antique Olive Bold
Antique Olive Bold Italic
Arial Regular
Arial Italic
Arial Bold
Arial Bold Italic
Arial Alternative Regular
Arial Alternative Italic

Arial Alternative Bold
Arial Alternative Bold Italic
Arial Alternative Symbol Regular
Arial Alternative Symbol Italic
Arial Alternative Symbol Bold
Arial Alternative Symbol Bold Italic
Arial Black Regular
Arial Black Italic
Arial Black Bold
Arial Black Bold Italic
Arial Narrow Regular
Arial Narrow Italic
Arial Narrow Bold
Arial Narrow Bold Italic
Baskerville Regular
Baskerville Italic
Baskerville Bold
Baskerville Bold Italic
Binner Gothic Regular
Binner Gothic Italic
Binner Gothic Bold
Binner Gothic Bold Italic
Blackletter686 BT Regular
Blackletter686 BT Italic
Blackletter686 BT Bold
Blackletter686 BT Bold Italic
Book Antiqua Regular
Book Antiqua Italic
Book Antiqua Bold
Book Antiqua Bold Italic
Bookman Old Style Regular
Bookman Old Style Italic
Bookman Old Style Bold
Bookman Old Style Bold Italic
Botanical Regular
Botanical Italic
Botanical Bold
Botanical Bold Italic
Broadway BT Regular
Broadway BT Italic
Broadway BT Bold
Broadway BT Bold Italic
Brush Script Regular
Brush Script Italic
Brush Script Bold
Brush Script Bold Italic
Calisto MT Regular
Calisto MT Italic
Calisto MT Bold
Calisto MT Bold Italic
Calligraph421 BT Roman
Calligraph421 BT Italic
Calligraph421 BT Bold

Calligraph421 BT Bold Italic
Cataneo BT Regular
Cataneo BT Italic
Cataneo BT Bold
Cataneo BT Bold Italic
Centaur Regular
Centaur Italic
Centaur Bold
Centaur Bold Italic
Century Gothic Regular
Century Gothic Italic
Century Gothic Bold
Century Gothic Bold Italic
CG Omega Regular
CG Omega Italic
CG Omega Bold
CG Omega Bold Italic
CG Times Regular
CG Times Italic
CG Times Bold
CG Times Bold Italic
Clarendon Condensed Bold
Clarendon Condensed Bold Italic
Comic Sans MS Regular
Comic Sans MS Italic
Comic Sans MS Bold
Comic Sans MS Bold Italic
Copperplate Gothic Bold Regular
Copperplate Gothic Bold Italic
Copperplate Gothic Bold Bold
Copperplate Gothic Bold Bold Italic
Copperplate Gothic Light Regular
Copperplate Gothic Light Italic
Copperplate Gothic Light Bold
Copperplate Gothic Light Bold Italic
Coronet Italic
Coronet Bold Italic
Courier Regular
Courier Italic
Courier Bold
Courier Bold Italic
Courier New Regular
Courier New Italic
Courier New Bold
Courier New Bold Italic
David Regular
David Italic
David Bold
David Bold Italic
David Transparent Regular
David Transparent Italic
David Transparent Bold
David Transparent Bold Italic

Fixed Miriam Transparent Regular
Fixed Miriam Transparent Italic
Fixed Miriam Transparent Bold
Fixed Miriam Transparent Bold Italic
Garamond Regular
Garamond Italic
Garamond Bold
Garamond Bold Italic
Gill Sans Regular
Gill Sans Italic
Gill Sans Bold
Gill Sans Bold Italic
Gill Sans Condensed Regular
Gill Sans Condensed Italic
Gill Sans Condensed Bold
Gill Sans Condensed Bold Italic
Gill Sans Ultra Bold Regular
Gill Sans Ultra Bold Italic
Gill Sans Ultra Bold Bold
Gill Sans Ultra Bold Bold Italic
Haettenschweiler Regular
Haettenschweiler Italic
Haettenschweiler Bold
Haettenschweiler Bold Italic
Highlight LET Plain
Highlight LET Italic
Highlight LET Bold
Highlight LET Bold Italic
HolidayPi BT Regular
HolidayPi BT Italic
HolidayPi BT Bold
HolidayPi BT Bold Italic
Impact Regular
Impact Italic
Impact Bold
Impact Bold Italic
John Handy LET Plain
John Handy LET Italic
John Handy LET Bold
John Handy LET Bold Italic
Jokerman LET Plain
Jokerman LET Italic
Jokerman LET Bold
Jokerman LET Bold Italic
La Bamba LET Plain
La Bamba LET Italic
La Bamba LET Bold
La Bamba LET Bold Italic
Letter Gothic Regular
Letter Gothic Italic
Letter Gothic Bold
Letter Gothic Bold Italic
LinePrinter Regular

LinePrinter Italic
LinePrinter Bold
LinePrinter Bold Italic
Lotus Postal Barcode Regular
Lotus Postal Barcode Italic
Lotus Postal Barcode Bold
Lotus Postal Barcode Bold Italic
LotusWP Box Roman
LotusWP Box Italic
LotusWP Box Bold
LotusWP Box Bold Italic
LotusWP Icon Roman
LotusWP Icon Italic
LotusWP Icon Bold
LotusWP Icon Bold Italic
LotusWP Int A Roman
LotusWP Int A Italic
LotusWP Int A Bold
LotusWP Int A Bold Italic
LotusWP Int B Roman
LotusWP Int B Italic
LotusWP Int B Bold
LotusWP Int B Bold Italic
LotusWP Type Roman
LotusWP Type Italic
LotusWP Type Bold
LotusWP Type Bold Italic
Lucida Console Regular
Lucida Console Italic
Lucida Console Bold
Lucida Console Bold Italic
Lucida Handwriting Italic
Lucida Handwriting Bold
Lucida Handwriting Bold Italic
Lucida Sans Italic
Lucida Sans Bold Italic
Lucida Sans Unicode Regular
Lucida Sans Unicode Italic
Lucida Sans Unicode Bold
Lucida Sans Unicode Bold Italic
Lydian Regular
Lydian Italic
Lydian Bold
Lydian Bold Italic
Marigold Regular
Marigold Italic
Marigold Bold
Marigold Bold Italic
Marlett Regular
Marlett Italic
Marlett Bold
Marlett Bold Italic
Marth A Regular

Math A Italic
Math A Bold
Math A Bold Italic
Math B Regular
Math B Italic
Math B Bold
Math B Bold Italic
Math C Regular
Math C Italic
Math C Bold
Math C Bold Italic
Matisse ITC Regular
Matisse ITC Italic
Matisse ITC Bold
Matisse ITC Bold Italic
Mekanik LET Plain
Mekanik LET Italic
Mekanik LET Bold
Mekanik LET Bold Italic
Milano LET Plain
Milano LET Italic
Milano LET Bold
Milano LET Bold Italic
Miriam Regular
Miriam Italic
Miriam Bold
Miriam Bold Italic
Miriam Fixed Regular
Miriam Fixed Italic
Miriam Fixed Bold
Miriam Fixed Bold Italic
Miriam Transparent Regular
Miriam Transparent Italic
Miriam Transparent Bold
Miriam Transparent Bold Italic
MisterEarl BT Regular
MisterEarl BT Italic
MisterEarl BT Bold
MisterEarl BT Bold Italic
Monotype Corsiva Regular
Monotype Corsiva Bold Italic
Monotype Sorts Regular
Monotype Sorts Italic
Monotype Sorts Bold
Monotype Sorts Bold Italic
MS Outlook Regular
MS Outlook Italic
MS Outlook Bold
MS Outlook Bold Italic
News Gothic Regular
News Gothic Italic
News Gothic Bold
News Gothic Bold Italic

News Gothic Condensed Regular
News Gothic Condensed Italic
News Gothic Condensed Bold
News Gothic Condensed Bold Italic
News Gothic MT Regular
News Gothic MT Italic
News Gothic MT Bold
News Gothic MT Bold Italic
Nimrod Regular
Nimrod Italic
Nimrod Bold
Nimrod Bold Italic
OCR A Extended Regular
OCR A Extended Italic
OCR A Extended Bold
OCR A Extended Bold Italic
Odessa LET Plain
Odessa LET Italic
Odessa LET Bold
Odessa LET Bold Italic
OldDreadfulNo7 BT Regular
OldDreadfulNo7 BT Italic
OldDreadfulNo7 BT Bold
OldDreadfulNo7 BT Bold Italic
One Stroke Script LET Plain
One Stroke Script LET Italic
One Stroke Script LET Bold
One Stroke Script LET Bold Italic
Onyx Regular
Onyx Italic
Onyx Bold
Onyx Bold Italic
Orange LET Plain
Orange LET Italic
Orange LET Bold
Orange LET Bold Italic
ParkAvenue BT Regular
ParkAvenue BT Italic
ParkAvenue BT Bold
ParkAvenue BT Bold Italic
Perpetua Regular
Perpetua Italic
Perpetua Bold
Perpetua Bold Italic
Photina Casual Black Regular
Photina Casual Black Italic
Photina Casual Black Bold
Photina Casual Black Bold Italic
Pump Demi Bold LET Plain
Pump Demi Bold LET Italic
Pump Demi Bold LET Bold
Pump Demi Bold LET Bold Italic
Quixley LET Plain

Quixley LET Italic
Quixley LET Bold
Quixley LET Bold Italic
Rage Italic LET Plain
Rage Italic LET Italic
Rage Italic LET Bold
Rage Italic LET Bold Italic
Rockwell Bold
Rockwell Bold Italic
Rockwell Condensed Bold
Rockwell Condensed Bold Italic
Rockwell Light Regular
Rockwell Light Italic
Rockwell Light Bold
Rockwell Light Bold Italic
Rod Regular
Rod Italic
Rod Bold
Rod Bold Italic
Ruach LET Plain
Ruach LET Italic
Ruach LET Bold
Ruach LET Bold Italic
Scruff LET Plain
Scruff LET Italic
Scruff LET Bold
Scruff LET Bold Italic
Smudger LET Plain
Smudger LET Italic
Smudger LET Bold
Smudger LET Bold Italic
Square721 BT Roman
Square721 BT Italic
Square721 BT Bold
Square721 BT Bold Italic
Staccato222 BT Regular
Staccato222 BT Italic
Staccato222 BT Bold
Staccato222 BT Bold Italic
Symbol Regular
Symbol Italic
Symbol Bold
Symbol Bold Italic
Tahoma Regular
Tahoma Italic
Tahoma Bold
Tahoma Bold Italic
Tempus Sans ITC Regular
Tempus Sans ITC Italic
Tempus Sans ITC Bold
Tempus Sans ITC Bold Italic
Times New Roman Regular
Times New Roman Italic

Times New Roman Bold
Times New Roman Bold Italic
Tiranti Solid LET Plain
Tiranti Solid LET Italic
Tiranti Solid LET Bold
Tiranti Solid LET Bold Italic
Trebuchet MS Regular
Trebuchet MS Italic
Trebuchet MS Bold
Trebuchet MS Bold Italic
Univers Regular
Univers Italic
Univers Bold
Univers Bold Italic
Univers Condensed Regular
Univers Condensed Italic
Univers Condensed Bold
Univers Condensed Bold Italic
University Roman LET Plain
University Roman LET Italic
University Roman LET Bold
University Roman LET Bold Italic
Verdana Regular
Verdana Italic
Verdana Bold
Verdana Bold Italic
Victorian LET Plain
Victorian LET Italic
Victorian LET Bold
Victorian LET Bold Italic
Webdings Regular
Webdings Italic
Webdings Bold
Webdings Bold Italic
Westminster Regular
Westminster Italic
Westminster Bold
Westminster Bold Italic
Westwood LET Plain
Westwood LET Italic
Westwood LET Bold
Westwood LET Bold Italic
Wingdings Regular
Wingdings Italic
Wingdings Bold
Wingdings Bold Italic
Wingdings 2 Regular
Wingdings 2 Italic
Wingdings 2 Bold
Wingdings 2 Bold Italic
Wingdings 3 Regular
Wingdings 3 Italic
Wingdings 3 Bold

Wingdings 3 Bold Italic

ADDITIONAL EQUIPMENT NOT SUPPLIED BY SID

SID goes to great lengths to provide the most up-to-date equipment, but cannot meet needs beyond the above equipment list. Any further equipment may be rented, for a fee, by the individual chair/speaker. Presenter equipment order forms will be available upon request by contacting Ryan Murphy at RMurphy@GES.com. Please submit these forms to GES no later than May 25, 2015, to secure additional equipment. Equipment questions can be directed to RMurphy@GES.com.