

Society of Actuaries Session Room Set-Up

What to expect when you're presenting

Thank you for agreeing to participate in a Society of Actuaries professional development event. In order to be prepared for the day of your presentation, please take a quick look at what will be available to you in your session room. All items are standard for all session rooms.

For any additional requests, please reach out to the SOA staff contact assigned to your program to see if your item can be included. Please note that, although we make every effort to accommodate a presenter's request, major changes (such as switching a room from theater to rounds) may be difficult or impossible to accomplish.

Theater Style Seating: Straight rows of chairs facing head table and presentation projection.

- Head table for four people with ice water, hotel pads/paper & pens/pencils
- Podium
- Water station at back of the room

Audio Visual Equipment

Laptop with Windows 10 Professional and Microsoft Office 2016
Projector
Screen
Lavalier microphone at podium
Two table microphones
Aisle microphone for attendee questions
Remote slide advancer

