

PDC Productions is coordinating the general sessions of the WCI Conference 2010 to be held February 2-5, 2010 at Winners Circle, Inc.

To assist with your introduction, please fax (405.360.0524) or email (kdimski@pdcproductions.com) us your biographical information or introduction. We also need a color head and shoulders, horizontal photograph. The electronic file must be saved as a JPG or TIF, scanned at least 300dpi, and at a minimum of 3" X 5" tall. Please send your biographical information and photo by Monday, January 4.

Please indicate your microphone preference and any audio/visual needs on the information sheet attached. If you will have a PowerPoint presentation or video playback, please send it to our office with your a/v needs by Monday, January 4. This will allow us to test your presentation on our show computer to ensure that it plays correctly on our system. Please include any audio or video files with your presentation.

This conference has image magnification, which means your live image will be seen on the two large screens. Video cameras do not like teal or salmon clothing. Because of the dark backdrop drapery for the stage set, we recommend you do not wear all black clothing; however, a bright colored shirt or tie helps brighten your image on the screen.

It is important that you remain on stage at all times. If you leave the stage to enter the audience, you leave the viewpoint of the camera and those members of the audience further back in the room.

If there is anything else you require, please contact Katelynn Dimski immediately. You may reach her at 405.360.5130 or kdimski@pdcproductions.com.

Keynote Speaker Requirements

Speaker: _____

Presentation: _____

Please list the requirements for your keynote presentation.

Microphone (If other than wireless handheld)

Please specify: _____

Music

Please specify: _____

Video

Please specify: _____

Table on stage

Chairs on stage

Number: _____

Other

Please specify: _____