

NCA Policy: Audio-Visual Equipment

Updated by Convention Manager: August 17, 2010

NCA policy entails providing *reasonable* A/V support of presentations at its annual convention and conferences. NCA recognizes that such support is essential to some presentations and greatly enhances the effectiveness of others.

To help control the costs of equipment rental and to provide the best possible support of presenters, NCA has established the following guidelines regarding A/V support at its convention and conferences.

- Submitters must request A/V equipment at the same time they submit and organize programs. The NCA Convention and Meetings Department attempts to assign rooms to units based on their equipment needs. No A/V equipment will be provided unless the request is included with the program submission. There will be no exceptions to this policy.
- Requests should be kept to a minimum. Submitters should screen requests carefully and submit only those that are essential to the program.
- NCA will normally approve requests for the following equipment: easel, flip chart, LCD projector. Internet connections will be provided based on successful negotiations for such service with provider. Audio amplification is provided in rooms of adequate size.
- NCA will NOT normally approve requests for equipment such as laptops, laptops speakers, overhead transparency projectors, CD players, VCR or DVD players, camcorders, satellite links, teleconference/webinar equipment. Internet connections will be provided based on successful negotiations for such service with provider. Small and medium sized meetings rooms will not be provided audio amplification.
- Individuals may elect to rent equipment at the convention at their own expense. Most hotels have an on-site A/V department. Such equipment cannot be charged to NCA.