

FAA Safety Center & Production Studio

Speaker's Pre-Briefing

Please help the production crew staff assist you in your upcoming presentation at the FAA aviation safety center at the Lakeland airport, Lakeland, Florida by familiarizing yourself with the following:

ARRIVAL. Please check in at the Production Room (second floor, turn left at the top of the stairs) at the Safety Center at least 30 minutes prior to your scheduled presentation. Staff on the first level can assist you in locating the Production Room.

BIO AND PRESENTATION SUMMARY. A short typed written introduction of yourself and a brief description of your presentation will help us to properly introduce you and your program.

AUDIOVISUAL EQUIPMENT. The following equipment is available on site. Please advise our staff of your needs for:

VCR (VHS, SVHS, & 3/4)	FLIP CHART/EASEL	VIDEO PROJECTOR
COMPUTER INTERFACE	SPECIAL SOUND / LIGHTING	35 MM SLIDE PROJECTOR
POWERPOINT (vs 4.0) May have (VS 7.0 with CD ROM)	OVERHEAD PROJECTOR (Transparencies)	LIGHT TABLE (To project Photo / Documents)

By knowing your requirements in advance, we can plan our configuration changes more efficiently, and we can be ready when you are.

PRESENTATION PREVIEW. There is a preview and screening area located in the "Green Room" (in a trailer in back of the stage) set aside for previewing slides and videotapes. Please let our staff know if you would like to preview your presentation. Add a list item.

PRESENTATION TIME LIMITS. The time limits are normally 50 minutes for your presentation and 10 additional minutes for closing remarks or questions and answers. PLEASE ADVISE US OF YOUR NEEDS. The following signals will be used to assist you in timing your program:

Light signals will be:

Green	10 minutes left
Amber	5 minutes left
Red	TIME IS UP

Hand signals will be:

Ten Fingers	10 minutes left
Five Fingers	5 minutes left
Hand Across Throat	TIME IS UP

MISCELLANEOUS. You will be on camera, therefore there will be "BRIGHT LIGHTS". The production crew is there to assist you; please try to follow their direction, but do not hesitate to TELL THEM WHAT YOU WANT!

If you have any questions please call **Obie Young, SPM**, at Orlando FSDO (407) 812-7706.