

Housekeeping Announcements Lister Hill Center Auditorium

(We suggest that you read these aloud at the beginning of each day of your meeting.)

1. No food or beverages are allowed in the auditorium.
2. No smoking is allowed in the building.
3. Conference mics at each seat can be activated by pressing the "MIC" button. A red ring will light up when the mic has been activated.
4. On the day of their presentation, all speakers should check in at the Media Preparation Room (30-45 minutes before the meeting starts for the first group of morning presenters, and for presenters later in the morning or anytime in the afternoon, during the break before their talk). (Prep Room door is near the coat racks.) Speakers, please remember to pick up your A-V materials before the end of the conference.
5. If speakers have brought a laptop computer or other electronic device with them, they will need to obtain a property pass from the first floor security guard. The pass will allow the owner to remove the equipment from the building after the meeting and will verify for the guard that the item is not the property of the NLM.
6. Registration desk telephone number is 301-496-4062.
7. Public phones, and an NIH house phone, are located behind the NLM Visitors Center, on the first floor of Lister Hill.