

# FlightSimExpo

## Speaker Manual

**Important information inside  
for all FlightSimExpo Speakers.**

**FSE**po

**June 21-23, 2024**  
**Rio Las Vegas**

[www.flightsimexpo.com](http://www.flightsimexpo.com)  
[info@flightsimassociation.com](mailto:info@flightsimassociation.com)  
833-437-3976 (North America Only)

Produced Annually By:



## Introduction

Welcome to FlightSimExpo, North America's flight simulation and aviation convention! We have always received positive feedback about the show's educational seminars and product reveals and look forward to providing the community with more of the same this year.

### HELP SPREAD THE WORD!

Word of mouth has proven to be the most effective means of attracting aviation enthusiasts to FlightSimExpo. Particularly given our Online-Only Event is available to simmers from around the world, we're counting on you to promote FlightSimExpo to your audience. Consider social media, Discord, email, and more to help simmers discover the 30+ seminars taking place in Las Vegas (and online) this June.

For those who can't attend the show, our Online-Only Event offers full access to seminars for just \$15, including:

- Access to all presentations, live and on-demand, until August 31, 2024.
- The FlightSimExpo Attendee Discord.
- Discounts and show specials.

For brand resources, logos, and other information about the conference, please [download our media kit](#). Attendees can register for the show at [flightsimexpo.com](https://flightsimexpo.com).

### OVERVIEW

This year, there are two speaker stages:

Room/Location	Brasilia Ballroom	FSElite Stage (Exhibit Hall)
Room Capacity	1,500+	200
Purpose	Main speaker stage. Location for #FSExpoFriday product announcements and weekend educational seminars.	Located in the Exhibit Hall. Designed for Q&As, panels, demos, and smaller seminars.
Contact Info	This stage is being managed by FSExpo: <ul style="list-style-type: none"> <li>• Evan Reiter</li> <li>• <a href="mailto:evan@flightsimassociation.com">evan@flightsimassociation.com</a></li> <li>• +1 416-735-5600</li> <li>• Discord: Rtee</li> </ul>	This stage is being managed by FSElite: <ul style="list-style-type: none"> <li>• Calum Martin</li> <li>• <a href="mailto:calum@fselite.net">calum@fselite.net</a></li> <li>• +44 7514 525957</li> <li>• Discord: calzoom</li> </ul>
Urgent On-Site Contact Info	For any urgent on-site matters, use the information below or send us a message on Discord: <ul style="list-style-type: none"> <li>• <a href="mailto:onsite@flightsimexpo.com">onsite@flightsimexpo.com</a></li> <li>• 1-833-437-3976 (does not accept text messages)</li> </ul>	

## SPEAKER SCHEDULE

The speaker schedule is published on [the FlightSimExpo website](#). Please double-check your name, seminar title, description, date, time, and location. Email [speakers@flightsimexpo.com](mailto:speakers@flightsimexpo.com) with any corrections.

Friday, June 21 – #FSExpoFriday Developer Announcements

#FSExpoFriday takes place on Friday, June 21 in the Brasilia Ballroom. There will be a single track of presentations livestreamed globally for free across YouTube and other social media platforms. All partners are welcome to share or host the livestream on their social channels; please email us directly for instructions. There is no access to the exhibit hall for attendees on Friday.

Saturday, June 22 and Sunday, June 23

During the weekend, two tracks of presentations take place concurrently in the Brasilia Ballroom and on a dedicated stage in the exhibit hall. Seminars in the Brasilia Room will be livestreamed and recorded by FlightSimExpo. The FSElite Stage will be open for all attendees on both weekend days.

## RECORDING EXCLUSIVITY

Livestreams and recordings of FlightSimExpo weekend presentations in the Brasilia Ballroom are provided exclusively to those registered for the show. In-Person and Online-Only registrants will be able to access all seminars until August 31, 2024.

Unless we have specifically arranged otherwise with you, please respect this embargo and support the event by encouraging your followers to register for the show if they wish to watch your content.

Following the embargo period, recordings will be posted for the community to enjoy for free. At this time, we are also happy for you to host or share this content. Please email us to discuss ways we can collaborate to promote your content to a wider audience.

You are welcome to record video and photographs from your presentation for your own personal use. However, please do not post or share any portion of your presentation without our written consent.

There are no restrictions on recording or livestreaming presentations on the FSElite Stage.

## DESIGNING YOUR CONTENT

Please ensure you have the appropriate usage rights for any assets used in your presentations so there are no issues or copyright strikes. The content you present will be streamed across several live platforms and will be archived on Vimeo and YouTube.

## On-Site Logistics

### CONFIRM YOUR REGISTRATION

Speakers may be registered for the event through an organization or Media Partner agreement. Please take a moment to confirm your registration before your arrival at the show. Please use [this link](#), then enter the email address associated with your registration.

You'll be emailed a link to view your registration details in our online portal:

FlightSimExpo 2024  
Las Vegas, NV, USA

#### Evan Reiter

REGISTERED 12 Apr 2024	REGISTRANT ID 8283	STATUS Confirmed
<b>Registrant Details</b>		
<b>Email</b> evan@flightsimassociation.com	<b>Registration Option</b> Entire Event	<b>Airport</b> CYYZ • Toronto, Canada
	<b>Badge Type</b> Event Team	<b>Organization</b> Flight Simulation Association
<b>Activities and Addons</b>		
<b>Activities</b> N/A		<b>Shirts</b> N/A

[Contact us](#) to request changes to your registration.

### CHECK-IN

Speakers should check in and receive an event badge during attendee check-in hours. Please see the [event schedule](#) for details.

### VENUE MAP

The [interactive floorplan](#) shows the location of all event areas.

### TRANSPORTATION & LOGISTICS

Free parking is available at the Rio. Please see the [FlightSimExpo website](#) for addresses and more information about hotels, travel, and attendee discounts.

### AUDIO/VISUAL TESTING

The following times have been made available for on-site audio/visual testing. This testing occurs outside of conference hours. If you wish to test any of your equipment, audio, or the presentation in advance, please feel free to do so at your leisure. No coordination is required for testing; simply show up at your presentation area during the following times.

- **For Friday's Developer Announcements:** Friday, June 21, between 9:30am – 11:30am.
- **For Saturday Presenters:** Saturday, June 22 between 8:30 – 9:00am.
- **For Sunday Presenters:** Sunday, June 23 between 8:30 – 9:00am.

## LOGISTICS INFORMATION FOR YOUR PRESENTATION

We expect speakers to be self-sufficient. Please arrive at your designated seminar area at least 15 minutes before your presentation and check in with the on-site technician. A FlightSimExpo volunteer will also be available at the presentation area as your point of contact for access to the projector, connection questions, microphones, taking questions from the virtual audience, etc.

### Audio/Visual Equipment

The following equipment will be available in the presentation rooms:

Location	Brasilia Room	FSElite Stage
Room Capacity	1,500+	200
Equipment	2 Main Projector Screens (beside stage) 1 Background Screen (behind stage) Podium with laptop and mic 6 wireless lavalier mics 2 wireless handheld mics 2 tabletop mics	1 Projector Screen Podium with laptop 5 wireless lavalier mics 2 wired handheld mics on stands (for questions from the audience)

All rooms will have a wireless presenter (to advance slides) and standard PC A/V connections. Please do not plan for highspeed internet access in speaking rooms and ensure any videos or other content you plan to access are downloaded or available offline.

### Session Timing

Generally, 10 minutes has been allocated between presentations for setup. Speakers are responsible for managing their own timeline to ensure presentations begin and end as scheduled on our website. To help us remain on time, please move outside of the presentation area at the conclusion of the presentation; if individual attendees have questions, feel free to continue taking them in a way that does not interfere with the next presenter's time on the stage.

## Presentation Materials – For #FSExpoFriday Presenters

If you are presenting a seminar during #FSExpoFriday, send all materials to [info@flightsimexpo.com](mailto:info@flightsimexpo.com) by Tuesday, June 18. Materials will be preloaded onto a computer and will be available to you on-site.

To ensure the session moves at an appropriate pace and avoid technical issues, #FSExpoFriday presenters are asked to send materials in advance rather than use their own computer to project. We can work with you individually if this is an issue for your presentation.

## Presentation Materials – For Weekend Seminar Presenters

If you are speaking during any of our weekend seminars, you may either:

- Send materials to [info@flightsimexpo.com](mailto:info@flightsimexpo.com) by June 18. Materials will be presented from the on-site technician's Windows computer.
- Bring materials on a USB drive (materials will be presented from the on-site technician's Windows computer).
- Present materials from your own laptop (standard video/audio connections will be available; if you use a Mac, bring adapters to connect to HDMI).

The experience should be seamless and consistent regardless of which method you choose. We strongly encourage you to take advantage of the pre-arranged audio/visual testing times to ensure all video and audio is working as expected in advance of your live presentation.

There is no required standard branding or formatting for presentations.

## Questions & Answers

Based on feedback from previous years, please remember to **repeat any questions** you receive before answering them. Often, other attendees in the room won't be able to hear the original question.

In most cases, expect to manage questions on your own by having attendees stand to ask the question and then repeating it for the audience. If you wish to take questions from a large in-person audience, we can make a FlightSimExpo representative available to pass microphone(s) around the room. Please coordinate with us on-site if you would like our assistance with Q&A.

Don't forget, we also have virtual attendees! We encourage you to include them in your presentation by welcoming their questions. You can ask the on-site A/V technician to feed you any questions that are received from virtual attendees.

# Join us on Discord

Where FSA Members and FlightSimExpo Attendees  
*Meet, Collaborate, and Learn*



OR, VISIT [FLIGHTSIMEXPO.COM/DISCORD](https://flightsimexpo.com/discord) TO JOIN

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FlightSimExpo invites all partners and attendees to join us on Discord, the conference's social networking app. Discord allows attendees to view the conference schedule, exhibitor map, participate in seminar Q&A, and network directly with other attendees.

As an exhibitor, sponsor, or speaker, you can use Discord to engage with attendees, share information about your seminars or announcements, advertise products and show discounts, and network with other developers and partners.

Don't already have a Discord account? Create one now at [discord.com](https://discord.com). Then, use the join link above.