

# **ORAL PRESENTATION SUBMISSION PROCEDURES**

## **SPEAKER LOUNGE & SESSION ROOM CHECK-IN PROCEDURES**

Please come to the Speaker Lounge (**Room 202**) a minimum of 24 hours in advance of your talk. It benefits you to bring at least a preliminary version of your presentation as early as possible so there will be time to correct any problems that may arise. If necessary, you can replace it with an updated version within the time frame listed below.

Upon arrival at the Speaker Lounge, a technician will check you in and upload your presentation, if necessary. You will then be assigned a preview station where you will be able to review and edit your presentation, to see exactly how it will appear in your session room.

Please make every effort to finalize your presentation for morning sessions by closing time the day prior and for afternoon sessions by 11:30 am that day.

Speaker Lounge personnel are not responsible for your devices, i.e., memory cards, disks, laptops, power cords, etc.

Even if you are attending the meeting only for the day of your talk, you should come to the Speaker Lounge as early as possible. This will allow time to load your files onto the presentation server and make sure it is working properly on our systems. An audiovisual technician will be on duty in each individual session room to: ensure a smooth transition between speakers, answer any equipment questions, and adjust lighting and sound levels to your requirements.

Please arrive at your session room 30 minutes prior to your session start time. Each room will have a projectionist to assist you with any technical needs. When you arrive at the session room, please introduce yourself to the projectionist and state whether your presentation is a PC or a MAC. When it is your time to talk, the projectionist will open your PowerPoint™ presentation and start the slide show. On the lectern, there will be a mouse, keyboard, and monitor for both PC & MAC. Internet connectivity is not available in the speaker lounge and session rooms.

***UNDER NO CIRCUMSTANCES WILL PRESENTERS BE ALLOWED TO E-MAIL PRESENTATIONS.***

## **SPEAKER LOUNGE HOURS**

The Speaker Lounge is located in Room 202 in the Pennsylvania Convention Center. The hours of operation are 8:00 am–6:30 pm on Saturday, December 11; 7:30 am–6:30 pm on Sunday, December 12 through Tuesday, December 14; and 7:30 am–11:00 am on Wednesday, December 15.

## **AUDIOVISUAL & COMPUTER EQUIPMENT**

Session room PCs will be provided with the following configuration:

- Processor: minimum Pentium IV 3.0 GHz
- 2 GB RAM
- 1024 x 768 at 24-bit color depth
- Microsoft Windows XP Professional Service Pack 3
- Microsoft Office 2003 with 2007 compatibility pack installed

- Windows Media Player (Version 10)
- QuickTime (latest version)
- Flash Player (latest version)
- Adobe Acrobat Reader (latest version)

Session room MACs will be provided with the following configuration:

- Processor: Dual Quad 2.8Ghz
- 4 GB RAM
- 1024 x 768 at 24-bit color depth
- OS 10.5.8
- Microsoft Office 2008 with 2003 and 2007 backwards compatibility
- QuickTime (latest version)
- Flash Player (latest version)
- Adobe Acrobat Reader (latest version)

All electronic files must be submitted in the Speaker Lounge using a PC formatted (FAT or FAT32) thumb drive, CD-Rom, or DVD-Rom. Any thumb drive that is not specifically formatted for MAC platform will work for submission. Files must contain one of the formats listed below:

- PowerPoint 2008 or earlier version
- Keynote '09 (iWork09) or earlier version
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 8, Firefox 3.6
- Plug-Ins: QuickTime 7, Adobe Acrobat 9
- Video Playback: Windows Media Player 10; QuickTime 7
- PDF Reader: Adobe Acrobat 9
- Unix Users: Bring HTML Files or Adobe Acrobat 9

For best results, PowerPoint 2007/2008 users should save their presentations in those versions' native .pptx format, and not in the PowerPoint '97-2003 format.

Be aware that embedded media clips are not saved as part of your PowerPoint presentation and that the actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file when you check into the Speaker Lounge.

**\*If your presentation contains any video or audio, please submit your files to the Speaker Lounge AT LEAST 24 hours in advance, due to additional processing time that may be required.**

**Even if you have submitted your presentation in advance**, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your talk.

- USB Flash Drive or Hard Drive (any brand that does not require drivers)
- CD ROM (CD-R, CD+R)
- DVD ROM (DVD-R, DVD+R)
- CD+-RW and DVD+-RW (not recommended)
- Memory Card (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Audiovisual equipment in each workshop session room will include:

- Minimum 3300 lumen LCD projector (1024 x 768 screen resolution)

- Projection screen (4:3 format)
- Computer switcher to switch between PC and MAC
- 20" LCD flat panel preview monitor (connected to computer)
- Keyboard and mouse controller next to lectern
- Pen-style laser pointer in single screen rooms (not available in dual screen rooms).
- Audio direct box for computer audio connection to the meeting room PA system
- Table microphone
- Lectern microphone
- Audience Q&A floor microphone
- Microphone mixer

## **PRESENTATION GUIDELINES**

Steps to ensure your success:

### **Movies:**

- **It is imperative that you check your movies in the Speaker Lounge if your presentation contains video files.**
- Please be observant of the size of your video files. A video file can be just as effective at a lower resolution.

### **PC Users**

- We can only accept movies that have been created with standard compression codecs that are in use by Windows. Save your files as .wmv or .avi only, using the following codecs:
  - Cinepak
  - Mpeg 1
  - Mpeg 2
  - MS Mpeg 4
  - Divx 3/4/5
  - Xvid
  - Windows Media Video (wmv)

### **Mac Users**

- Use QuickTime .mov files for any movies on Macintosh computers that are supplied at the meeting.
- QuickTime is not native to Windows computers. PowerPoint only supports QuickTime movies up to version 2.5
- If you plan to show your presentation on a PC, create your movies as .avi files. Movies saved as .avi have the best chance of success on a Windows machine.
- You can convert your movies to the mpeg format in QuickTime Pro.
- Use Cinepak for compression instead of Sorenson.

**SPECIAL NOTE ABOUT DVDs:** If you plan to play a DVD as part of your presentation, please be sure to test the DVD for compatibility in the Speaker Lounge.

### **FOR MORE INFORMATION**

Please review the ProjectionNET Presentation Style Guide at: <http://www.projectionnet.com/Styleguide/PresentationStyleguide.aspx> for more information about preparing your presentation, helpful hints for designing and presenting your talk, and tips to avoid incompatibilities and minimize potential challenges onsite.

If you have other technical questions, please contact us at [ASCB@projection.com](mailto:ASCB@projection.com) and we will be happy to assist you.