

# GUIDELINES FOR PREPARING AND DELIVERING ELECTRONIC PRESENTATIONS

**ICAAC IDSA 2008** will feature a networked presentation submission system. The tips below will help ensure that little, if any, editing will need to be done on-site, allowing you to quickly review your presentation and then attend other meetings in progress. The tips below are for both Windows and Mac users. As all the provided computers will be PCs, Mac users should additionally review [Considerations for Mac Users](#) at the bottom of this document.

## **Building Your Presentation**

**Movies:** Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as **MPGs, WMVs**, or with the following **AVI** codecs: **MPEG-4** (Divx, Xvid, or WMVs), **Indeo, Cinepack, Techsmith**.

**Flash** content (**SWF**) is fully supported.

**Apple Quicktime** formats such as **MOV, QT, MP4, or DV** files are **NOT** supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in [Considerations for Mac Users](#).

**Note:** It is important your movies do not completely fill the screen. In the meeting room you will only have a mouse to advance your slides. You can only advance your PowerPoint with a mouse by clicking on the slide, not the movie itself.

**DVDs:** If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

**Fonts:** We only supply fonts that are included with Office 2007. If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: <http://support.microsoft.com/kb/826832/en-us>.

## **Before you Depart**

**Advance Submission:** You may currently submit your presentation via the internet at the following website: <http://ICAACIDSA.sessionupload.com>

**Multiple Presenters:** Please do not combine multiple presenters' PowerPoints into one file and then submit under one name. Our system manages presenters individually and any co-presenter will not be able to logon to edit the combined presentation.

**Backup:** Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. PowerPoint does **NOT** embed movies. They must all be placed in the same folder as your PowerPoint. It is good practice to keep a second copy in your luggage.

## **At the Meeting**

Speakers should review their presentation in the Speaker Ready Room no later than 4 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with technicians that can assist with any compatibility or formatting issues. Be sure to use the mouse to advance your slides, not the keyboard, as you will only have a mouse at the podium to advance your presentation. Left click advances the slides; right click goes back. Once you are comfortable that

your presentation is complete, confirm the date, time, and room for your session. Be sure to click the green "save/logout" button at the top of the screen.

**Washington Convention Center Speaker Ready Room:** Room 102

**Grand Hyatt Washington Speaker Ready Room:** Latrobe Room

**Hours of Operation:** Friday, October 24 12:00 pm – 6:00 pm (**Room 102 only**)

Saturday, October 25 7:00 am – 5:00 pm

Sunday, October 26 7:00 am – 4:00 pm

Monday, October 27 7:00 am – 4:00 pm

Tuesday, October 28 7:00 am – 9:00 am

### **In the Meeting Room**

Please arrive at your session meeting room at least **30 minutes** before the start of your session. Take time to familiarize yourself with the setup at the lectern. Located in front of you is a monitor where you can follow your presentation. Simply click your session time, then click your name on the display, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters in that session.

Speak directly into the microphone in a normal voice, and do not handle the microphone while speaking.

**By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email us at [support@presentationmanagement.com](mailto:support@presentationmanagement.com).**

### **Considerations for Mac Users**

**Pictures:** If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible.

**Movies:** Quicktime 7 Pro can natively export MOV, DV, QT, or MP4 files as Cinepack codec AVI files. While the resulting file is Windows compatible, there are add-on products to Quicktime that will give better results. Divx offers a plug-in for Quicktime 7 Pro that will convert all Quicktime movie formats to Windows compatible divx AVI files. It is available at the following website: <http://www.divx.com/divx/mac/codec/>. It is a fully functional trial for 30 days and only \$19.99 after that.

Another option is Flip4Mac Studio. This \$49 plug-in for Quicktime 7 Pro converts Quicktime movie formats to Windows compatible WMV files. It is available at the following website: <http://www.flip4mac.com/wmv.htm>.

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos.