

Instructions for Oral Presentations

Presenters are not required to bring their laptops to the meeting room.

Recommended method for having your presentation projected

Session rooms will be equipped with a data projector and computer as well as a lavalier microphone, table microphone and aisle microphone.

•Bring your presentation on a Windows readable USB flash Drive or CD-ROM.

•When building your presentation, use standard fonts (e.g., Times Roman, Helvetica, Arial, Times New Roman). Basic fonts are included on the session room computers but if an unusual font is used it may not translate.

•Include in the same folder as your presentation any external files utilized, e.g., movie files. Copy the entire folder to the USB flash Drive or CD ROM.

•Test your presentation on a separate PC compatible computer to insure fonts are standard and components such as movies are included rather than merely linked in your presentation.

•Review these specifications when preparing your presentation.

•The computers in the session rooms and Speaker Practice Room will support PC and Mac presentations.

The operating system will be Windows XP Professional, and software will include: Microsoft Office XP, Adobe Acrobat Reader , QuickTime*, Windows Media Player, Flash Player.

*** ALL QUICK-TIME USERS SHOULD MAKE SURE TO VISIT THE SPEAKER PRACTICE ROOM AT LEAST 24 HOURS IN ADVANCE, DUE TO ADDITIONAL PROCESSING TIME THAT MAY BE REQUIRED.**

We recommend that you bring a backup presentation format to cover the possibility of luggage loss, theft, and/or incompatibility.

Laptops

You do not need to bring your own laptop to the meeting room. However, there will be connections available for presenters to use their own laptops. Speakers using their own laptops **MUST HAVE** a VGA HD15pin female output. Some laptops have special video output cables to get to the HD15pin required for connecting to external monitors and data projectors. If this cable is not with the laptop being used there is no way to connect to a Data Projector. The laptop output resolution should be no more than XGA (1024x768). The native resolution on the data projectors is 1024x768 so higher resolutions will force the data projector into a compression mode possibly resulting in loss of information or faulty projection.

Projection of 2x2 slides and Overhead slides is NOT supported unless requested in advance.

Speaker Practice Room

A Speaker Practice Room will be located in the Convention Center. The room will be open Friday, May 12 through Tuesday, May 16. All speakers should check their presentation four hours in advance (if possible) to verify the presentation will function on the equipment provided. Speakers should arrive in the session room a one-half hour before the session starts.

Session rooms do not have Internet access.