

# Guidelines for Computer-Generated Presentations

All speakers are required to make electronic presentations. Your presentation should be in a Microsoft PowerPoint 2003 (.ppt) compatible format. Conversion to a single-slide presentation will be the main difference between conventional and electronic presentations. Each speaker can either submit their presentation via the speaker services website up until Sunday, November 4, or bring their presentation to the Speaker Ready Room in the convention center, on CD-ROM, compact flash card, memory stick, multi-media card, SD card, or a laptop 24 hours prior to the scheduled time of their presentation. If you submit your presentation via the website, you will save time on site waiting for your presentation to be downloaded. When checking in, you simply go to a terminal, and AV personnel will pull up your presentation for preview. However, if any presentation (including multimedia files) exceeds 100MBs in file size, we recommend that you hand-carry the file to the speaker room to avoid lengthy downloading times.

Checking in at the Speaker Ready Room in the convention center, is the single most important action you will take to ensure your presentation is a success. All speakers are required to check into the Speaker Ready Room at least 24 hours before their presentation. When reviewing your presentation, you should make sure all fonts appear as expected and all sound/video clips are working properly. You will be able to edit your presentation at this time. Once you are through reviewing your presentation and verify it is ready, AV personnel will queue your presentation. The file will then be transferred to the computer network at the meeting. When the presentation is to be given, the file will be loaded on the computer in the meeting room. Each presentation room will be staffed with an audiovisual (AV) person, who will assist in starting each presentation. Once the presentation is launched, you (the speaker) will control the program from the podium using a computer mouse. At the end of the meeting, all files will be destroyed, and the computer hard drives will be reformatted.

Any and all fonts used that are not native to Microsoft Windows XP Professional & Microsoft Office 2003 should be uploaded to the same location as the presentation. Any and all media used (i.e. movies, animations, etc) should be in a format compatible with Windows Media Player and be uploaded to the same location as the presentation also. Presentations created on an Apple Macintosh version of PowerPoint containing images/pictures should have the images/pictures "inserted" into the presentation using the "insert picture" feature within PowerPoint (images "pasted" into PowerPoint are often lost when it is transferred to a PC). All videos should be an .avi or .mpg (not .mov) format so they will run properly on the computers provided. Presentations should be reviewed to be certain the fonts are displayed correctly.

For additional information on creating PowerPoint presentations, please see the PowerPoint Tips & Style Guide at [http://nationalmeeting.aalas.org/presenter\\_info.asp](http://nationalmeeting.aalas.org/presenter_info.asp).

## Laptop Support

In order to support presenters who want to review and modify their presentations while traveling to the AALAS meeting, there will be support for transferring files from a laptop. If you plan to do this, we recommend you bring a back up of the presentation on some other media, including CD-ROM, in case there is a problem transferring the file from the laptop. The AV support personnel will attempt to transfer the file from a laptop to the network. This may include installing a CD writer to the laptop or configuring a network card. If you have a network card, bring it along. Plan some extra time in order to be certain the files can be transferred. Please make sure you have all power, video, and networking adapters.

## Media Supported

We recommend you bring at least two copies of your presentation to the meeting in case there is a problem with one of them. CD-R, CD-RW, compact flash card, memory Stick, multi-media card and SD card are all supported.

## Pack and Go

The "pack and go" feature of PowerPoint may also be useful if there are video or sound files associated with the presentation. It will create a single compressed file, which will contain all the video and sound files, which can then be unpacked in the speaker ready room. This can be done in PowerPoint by selecting File/Pack and Go.

## Ability to Edit PowerPoints in Speaker Ready Room

All PowerPoint presentations can be reviewed and edited in the Speaker Ready Room. It is recommended that all presentations be reviewed and edited for final version no less than two hours prior to the beginning of the session in which you are presenting.

## Security

- You will need to provide your user name and password that was emailed to you in order to submit your presentation and also to access it in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files on the computers are deleted at the end of each day in the presence of an AALAS staff person.
- All computers are deleted of all files and software at the end of the meeting in the presence of an AALAS staff person.