PRESENTATION GUIDELINES

Please take a moment to review these guidelines, even if you are an experienced presenter.

## Preparing Your PowerPoint™ Presentation

We request that all presenters use **PowerPoint Presentations (.pptx format)**.

ASPECT RATIO

- We will be using widescreen projectors in all meeting rooms. Please ensure all PowerPoint presentations are in 16:9.

    To double check or if converting from a 4:3
    a) Click on the *Design* ribbon on the top Menu bar
    b) Click on *Slide Size*
    c) Choose *Widescreen (16:9)*
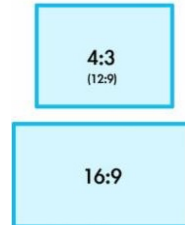
FONTS

- Use common fonts.
- We only supply fonts that are included in the base installation of Windows.
- Usage of fonts not included in Windows can lead to words that bleed into graphics or bullet points that may be of the wrong style.
- Any fonts other than those included in Windows will need to be embedded into your PowerPoint presentation.

    How to embed fonts into your PowerPoint presentation: (Microsoft Office 2010 and newer)
    a) Click *File*, and then *Options*.
    b) Select the *Save* button.
    c) Check the *Embed fonts in the file* box.
    d) Click the radio button for *Embed all characters (best for editing by other people)*

VIDEOS/PICTURES

- If you have videos in your presentation, please **embed all videos** (as opposed to linking them. We want to avoid internet-based files).
- Highly recommend having your video files converted to *.mp4 (h.264)* – for maximum compatibility.
- Use common image formats: JPG, PNG, and GIF.
- Please save all video and picture files separately to have on hand when you are onsite at the Speaker Ready Room.

APPLE COMPUTERS

- If you are creating your presentation on an Apple computer, please be aware of the following:

Videos
- o QuickTime formats such as .mov are not native to Windows computers – please see note above about converting videos to .mp4.

Fonts
- o Use common fonts.
- o Pre-installed and custom fonts will not translate properly on a Windows machine.

Animations
- o Use simple entry animation effects such as: fly in/out, appear, and dissolve.

Keynote
- o If creating your presentation in Keynote, please **Export as .pptx.**

Uploading Your Presentation

- Prior to the event, please upload your .pptx file to the PresenterHub website at https://presenterhub.com/events/OARSI2024
- You should have received separate communication with your login instructions.

On-site at the Event

SPEAKER READY ROOM

Check-in is REQUIRED for all presenters!

- Please check in at the Speaker Ready Room **4 hours BEFORE your presentation**!

- At this time, you are able to view and edit your presentation. Please verify that all fonts appear as expected and that all sound and video clips, etc. are working properly.

- If needed, you can upload a new version of your PowerPoint on-site in the Speaker Ready Room. We encourage you to bring your own memory stick (USB flash drive) with the updated file or to use to pull it off your laptop.

- **Presenter View is available**. Please speak with the Speaker Ready Room staff and let them know if you would like Presenter View for your presentation. This will allow your view to show the current slide, your upcoming slide, and the notes.

MEETING ROOMS

- All meeting rooms will be provided with presentation computers identical to those in the Speaker Ready Room and will be synchronized from a central server located in the Speaker Ready Room.

- Each meeting room will use widescreen projectors connected to the podium laptop at a resolution of 1920 x 1080. The podium laptop computer will be running Windows 10 with Office 2019.

- For best results, all presentations should be in 16:9 (widescreen) format. Presenter View option is available when requested ahead of time.

- When the presentation is to be given, the file will be accessed via the on-screen menu on the podium computer. Once the presentation is launched, the presenter will control the presentation from the podium using the laptop's arrow keys and track pad. Wireless advancers are also typically available.

SECURITY

- USB ports on the computers have security to prevent files from being copied back to devices.

- Cameras and video equipment are NOT permitted in the Speaker Ready Room.

- All files on the computers are deleted at the end of the conference.

Success

- The best way to ensure your success is to follow these guidelines and to visit the Speaker Ready Room at least 4 hours before (or the day before) your presentation time. Our technicians are ready and eager to assist you.

Contact Information

- For technical questions, please e-mail the Events Team at: support@presenterhub.com