

PRESENTATION GUIDELINES

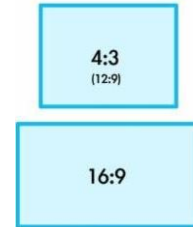
Please take a moment to review these guidelines. Even if you're an experienced presenter, you'll find that these guidelines will save you time and help make your presentation a success.

Preparing Your PowerPoint™ Presentation

PowerPoint should be used for all presentations. Widescreen projectors will be used in all meeting rooms. We ask that all presenters upload **PowerPoint presentations (.pptx format) using a 16:9 aspect ratio.**

To save your PowerPoint presentation in 16:9:

1. Click on the *Design* ribbon on the top Menu bar.
2. Click on *Slide Size*.
3. Choose *Widescreen (16:9)*.



FONTS

Use a standard Microsoft font (one that's included in the base installation of Windows). Standard fonts include Arial, Calibri, Tahoma, Times New Roman, and Verdana.

Using fonts not included in Windows may cause formatting issues. If you choose to use non-standard Microsoft fonts, you will need to embed those fonts into your PowerPoint presentation.

To embed fonts into your PowerPoint presentation (Microsoft Office 2010 and newer):

1. Select *File*, select *Options*, and then click the *Save* button.
2. Check the *Embed fonts in the file* box.
3. Click the radio button for *Embed all characters (best for editing by other people)*.

IMAGES AND VIDEOS

Use common image formats: JPG, PNG, or GIF.

If your presentation includes videos, please embed them. Do not link out to them, as we want to avoid using internet-based files. Convert all video files to *.mp4 (h.264)* for maximum compatibility.

It's a good practice to also save an additional copy of all video and image files separately and have them on hand when you are onsite at the Speaker-Ready Room as a backup.

APPLE COMPUTERS

If you are creating your presentation on an Apple computer, please review the following:

Videos

QuickTime formats such as *.mov* won't translate correctly on Windows computers. Convert all video files to *.mp4*.

Animations

If you use animation effects, choose simple ones, such as fly in/out, appear, and dissolve.

Fonts

Custom fonts won't translate correctly on Windows computers. Use standard fonts.

Keynote

If you create your presentation in Keynote, please **Export as .pptx**.

Uploading Your Presentation

Before the event, please upload your .pptx file to the PresenterHub website: <https://presenterhub.com/>

Login instructions will be provided by email. Your presentation must be loaded into PresenterHub either online or in person at least 4 hours before your session begins.

Onsite at the Event

SPEAKER-READY ROOM

You MUST check in at the Speaker-Ready Room at least 4 hours before your presentation!

Once you check in, you will be able to view and edit your presentation. Please verify that all slides and fonts appear as expected and that all sound bites and video clips are working properly.

If needed, you can upload a new version of your PowerPoint presentation onsite in the Speaker-Ready Room. We encourage you to bring a memory stick (USB flash drive) with the updated file. Alternatively, the file can be pulled off your laptop.

In addition, Presenter View is available. Presenter View will allow you to see the current slide, the upcoming slide, and your notes. (The audience will see only the current slide.) If you would like to use Presenter View for your presentation, please let the Speaker-Ready Room staff know.

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 11 with Office 2024.

For best results, all presentations should be in 16:9 (widescreen) format.

When it's time for your presentation, you will access your presentation file using the on-screen menu on the podium laptop. Once the presentation is launched, you 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. All files on the computers will be deleted at the end of the conference.

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

Let's Make Your Presentation a 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 session. Our technicians are ready and eager to assist you.

If you have technical questions, please e-mail us at support@presenterhub.com.