

ORAL PRESENTATION SUBMISSION PROCEDURES

SPEAKER READY ROOM CHECK-IN PROCEDURES

Please come to the Speaker Ready Room (**Room 311**), a minimum of 24 hours in advance of your talk. It benefits you to bring at least a preliminary version of your presentation as early as possible, so there will be time to fix any problems that might arise. If necessary you can replace it with an updated version within the time frame listed below.

If you are attending the convention only for the day of your session, you should still come to the Speaker Ready Room as early as possible to load your files onto the presentation server and check to see they are working properly on our systems. An audio/visual technician will be on duty in each individual workshop room to ensure a smooth transition between speakers in meeting rooms, to answer any equipment questions and to adjust lighting and sound levels to your requirements.

Upon arrival at the Speaker Ready Room, a technician will check you in, upload your presentation if necessary and then assign you to a preview station where you will be able to review and edit your presentation, and see exactly how it will appear in your session room.

Please make every effort to finalize your presentation for AM sessions by closing time the day prior and for PM sessions by 11:30 am that day.

Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops, etc.

UNDER NO CIRCUMSTANCES WILL PRESENTERS BE ALLOWED TO E-MAIL PRESENTATIONS.

SPEAKER READY ROOM HOURS

The Speaker Ready Room is located in Room 311 in the Baltimore Convention Center. The hours of operation are Sunday, June 5th through Friday June 10th, 7:00AM – 5:00PM.

AUDIO/VISUAL & COMPUTER EQUIPMENT

Session room PC's will be provided with the following configuration:

- Processor: a minimum Pentium IV 3.0 GHz
- 2 GB RAM
- 1024 x 768 at 24 bit color depth
- Microsoft Windows XP Professional Service Pack 3
- Microsoft Office 2003 with 2007 compatibility pack installed
- Windows Media Player (Version 10)
- QuickTime (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the formats listed below:

- PowerPoint 2008 or earlier version
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 8, Firefox 3.6
- Plug-Ins: QuickTime 7, Adobe Acrobat 9
- Video Playback: Windows Media Player 10; QuickTime 7
- PDF Reader: Adobe Acrobat 9
- Unix Users: Bring HTML Files or Adobe Acrobat 9

For best results, PowerPoint 2007/2008 users should save their presentations in those versions' native .pptx format, and not in the PowerPoint '97-2003 format.

Be aware that embedded media clips are not saved as part of your PowerPoint presentation, that the

actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file either when you upload or in the Speaker Ready Room. ***If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.**

Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your talk:

- USB Flash Drive or Hard Drive (any brand that does not require drivers)
- CD ROM (CD-R, CD+R)
- DVD ROM (DVD-R, DVD+R)
- CD+-RW and DVD+-RW (not recommended)
- Memory Card (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Audio-Visual Equipment in each technical session room will include:

- Minimum 3300 lumen LCD projector (1024 x 768 screen resolution)
- Audio Direct Box for computer audio connection to the meeting room PA system
- Standing Microphones
- Podium Microphone
- Projection Screen
- Microphone Mixer

FOR MORE INFORMATION

Please review the ProjectionNET Style Guide at:

<http://www.projectionnet.com/Styleguide/PresentationStyleguide.aspx> for more information about preparing your presentation, helpful hints for designing and presenting your talk, and tips to avoid incompatibilities and minimize potential challenges onsite.

If you have other technical questions, please contact us at IMS@projection.com and we will be happy to assist you.