



Instructions for Presenters: Using the Virtual Speaker Ready Room

Guidelines for Electronic Presentations Overview

We recommend that presentations be created with **Microsoft PowerPoint**. The SOT speaker ready room and PSAV technicians are available during the posted hours listed below during the 50th anniversary Annual Meeting.

Walter E. Washington Convention Center - Room 201

We recommend that presenters submit their presentation via the content management website prior to the meeting. However, if preferred, you may bring your presentation to the speaker ready room on any of the following formats listed below.

- CD or DVD • Compact flash card • Memory Stick • Multi-media card • SD Card • USB Drive

The speaker ready room is staffed with technicians available to assist with any compatibility issues, assist you with loading a presentation, and answer any questions you may have. You should make sure all fonts appear as expected and all sound/video clips are working properly. When the presentation is to be given, the file will be loaded on the computer in the meeting room from the speaker ready room. Each presentation room will be staffed with an audiovisual (AV) technician, who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a **confidence monitor equipped with Telestrator® technology**. This technology allows you to annotate on the screen for emphasis, or draw attention to information during your presentation. Please ask any technician for assistance in utilizing this technology.

After the event, all files will be destroyed, and the computer hard drives will be reformatted. ***SOT does not retain speaker presentations in an Annual Meeting archive.*** If you choose not to submit your presentation via the content management system prior to the Annual Meeting, you have the option to upload your presentation on site at least 1 hour before the start of your session. Although PowerPoint is the suggested format, Adobe Acrobat (.pdf) is acceptable. If using video, the recommended format is .WMV. If you are using another video format, please consult with a PSAV audiovisual technician. If you plan to use something besides Real Networks Real Player, Flash, Shockwave or Windows Media Player, again, please check with our audiovisual contact.

Internet access is not available during your presentation or in the speaker ready room.

The computers in the presentation rooms will be Windows-based PCs with Microsoft PowerPoint (Office 2007 installed). Verification of proper performance, particularly if video is included in the presentation, is essential. **Macintosh based presentations will not be supported.**

SOT Speaker Ready Room – 201

Saturday 4:00 PM -7:00 PM

Sunday 7:00 AM -5:30 PM

Monday 7:00 AM -5:00 PM

Tuesday & Wednesday 7:00 AM -4:30 PM

Thursday 7:00 AM -11:30 AM



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Laptop Support

In order to support presenters who want to review and modify their presentations while traveling to the meeting, PSAV technicians will be available to assist you in transferring your files. If you plan to do this, we recommend you bring a back-up of the presentation using any one of the recommended formats provided on page one.

Movies and Multimedia

Be sure if using movie clips or other multimedia, to place all items used for the presentation's creation in a folder and copy this folder to a backup disk. This is necessary for any clips to run properly, without the clips the PowerPoint presentation will not know where to find the movie. Remember to bring this disk with you to the meeting.

If you are delayed please go directly to the speaker ready room. **Do not bring your laptop to the session** – it is very possible that your laptop may not be compatible with the system computer and this could cause a delay in the session, potential malfunctions, and/or and difficulties in presenting your materials.

Meeting Room Setup

Please note the equipment available in each session room. When the speaker ready room operator sends the speaker presentations to the appropriate meeting rooms, the files (PowerPoint® presentations) are delivered to the primary computer in the room. During the session, the speaker stands at the confidence monitor and controls the pace of their slides by using the mouse located at the lectern.

In advance of the meeting, PSAV will confirm all presentations are loaded and accounted for based on details provided to them by SOT HQ. If the technician encounters an issue, (i.e., missing a presentation, etc.), they will radio the speaker ready room for an appropriate update, or radio a member of the SOT staff for assistance.

Ability to Edit PowerPoint Files in the Speaker Ready Room

All PowerPoint presentations can be reviewed, edited, and modified through the CMS site which should occur by Wednesday, March 2nd when the site will be taken down for transport to the Annual Meeting site. Any changes after this date will occur on-site in the speaker ready room. It is recommended that all presentations be reviewed and edited for final version no less than 1 hour prior to the beginning of the session in which you are presenting.

Session Room Equipment

1. A primary computer with monitor.
2. A computer switcher.
3. At the lectern, a mouse, and a 17" flat LCD confidence monitor.
4. A PSAV technician with a



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Security

1. You will need to provide identification in order to submit your presentation and also to access it in the Speaker Ready Room.
2. You will also need your email address and password, used to upload your presentation, to be able to view your presentation in the Speaker Ready Room.
3. Media storage devices are returned to the speaker or destroyed if not picked up by Thursday, March 10th.
4. Cameras and video equipment are not permitted in the session or speaker ready room.
5. All files on the computers are deleted at the end of each day.

Presentation Tips

- Confirm that the presentation format selected is for **ON SCREEN SHOW**.
 - See: File / Page Setup
- Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. San serif fonts are recommended. Light colored text on a dark background is advised. Avoid using red or green.
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Times Roman, Arial, Helvetica, and Symbol fonts is advised. Some other fonts may not transfer properly from your computer to the system used for presentation.
- Confirm that the maximum number of lines in text slides is no more than 6 or 7. • Images to be placed in Power Point slides should be resized to approximately 800 x 600 pixels and saved as JPEG or PNG files. Images should be inserted into the slide using the **INSERT / PICTURE / From FILE** command (see pages 3-4 for additional instructions). (A presentation of 20 slides containing 15 image slides will typically be 1 to 2 MB in size.)
- If your presentation contains video or audio, confirm that all needed files are in the **SAME FOLDER** as your presentation. (If these files are not present, they will be unavailable when you give your presentation.) The **PACK** and **GO** option discussed below may also be used to properly link presentation and video and audio files.
- Proofread and spell check. Correct all errors.
- Back up your presentation and associated files (video clips; audio files) on a CD-ROM and confirm that the presentation runs properly from the backup.



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Creating the Presentation

When creating your presentation using PowerPoint, please use the tips provided to optimize the on-screen presentation. Note that throughout this document, computer commands will be written in bold. Multilevel commands will be included such as **File/Open**, which indicates select the **File** pull down menu, then select **Open**.)

1. Create a new PowerPoint file, or use a previous file.
2. Set up document for on-screen display.

File / Page Setup

Select **On-Screen show** in pull down menu for **Slides sized for**:

3. Use Slide Master to set up template
 - a. **View/Master/Slide Master**
 - b. Select **View/Normal** to return to editing slides
4. Color Scheme
 1. Light colored text on a dark background works very well. Avoid using red and green.
 2. The color schemes included with PowerPoint work very well.

Inserting Text

1. Sans Serif fonts are recommended for on-screen shows. These include Arial and Helvetica.
2. Limit each slide to 7 lines of text and 7 words on each line.
3. Use a font size of least 24 point.
4. Use no more than 2 fonts on a slide.

Inserting Images

The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

1. For on-screen presentations, JPEG-type images work well. This type of image file can be created with virtually all imaging programs.
2. There are many graphics programs, which can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program
 - a. Change the size of the image to approximately 800 x 600 pixels
 - b. Save as file type "JPEG" or "JPG"
 - c. Select compression setting of 8 (High quality image)



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3. Insert all images into PowerPoint as JPEG files. a. If you copy the images to the clipboard and then **Edit/Paste** them into PowerPoint, the images will not be compressed and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint
 - i. **Insert/Picture/from File**

Copy Slides from other PowerPoint files

1. **Insert/Slides from Files**
2. **Select Source File and Slide(s)**

Inserting Movies

Care must be taken to be certain video clips will play correctly in your presentation. Standard video formats include MPEG AVI, and WMV (Microsoft Windows). Review the Microsoft Knowledge Base article on the web at:

<http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>

Within each format, there may be different types of compression used. These include MPEG, AVI, WMV. Each format or “codec” has certain features, which affect the final output. You may need to try different settings when you create the video clips to get the best quality. There is a trade-off between high quality videos and large files. Use short video segments when needed, and try to keep the file to less than 20 Mb.

General Suggestions for Successfully Giving Electronic Presentations

PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. To insert a video, **Insert/Movies and Sounds/Movie from File**. Be certain to bring the video files and the PowerPoint files to the meeting.

Animations

Keep animations to a minimum. When using a bulleted list of points, it may be useful to have the points appear.

1. Select **Tools/Options**. Uncheck Allow Fast Saves when presentation is complete to make smaller file.
2. While working, save copy of file on local computer (desktop) Don't save direct to network
3. Save multiple versions as presentation is created
 - i. For instance, DynamicsOfEverythingv1.ppt
 - b. File Name Convention to be same as presentation.
4. Preparations before you leave home
 - a. Take 2 backup copies of your presentation
 - i. 1 in Luggage, 1 in Carry-on



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- b. Take external mouse to use with laptop
 - i. Plugs into back of laptop ii. USB or PS/2 is best
- 5. PC Configuration Organization
 - a. Presentation Computer Setup
 - i. Screen resolution: 1024 x 768, 24 bit
 - ii. Optimize Screen refresh rate for projector
 - 1. Note: Some newer laptops use greater than 1024 x 768 (i.e. 1400 x 1050) resolution, which may be incompatible with projectors. May need to change to 1024 x 768
 - iii. Most laptops have key combination (Usually <Code> <F8>) to toggle between sending output to laptop screen, projector, or both at the same time.
 - iv. Smooth edges of Screen Fonts
 - 2. Display Properties/Effects
 - a. Makes significant difference when projected
 - b. Tools/Options/View
 - i. Uncheck Popup Menu on Right Mouse Click
 - 1. Right and Left mouse keys will then advance forward and backward instead of bringing up box

