

# Guidelines for CMS-presentations

## *Preparing Your Presentation*

**Computer Equipment:** Speaker Ready Room and all meeting rooms will be equipped with a Windows 7 based PCs with Microsoft PowerPoint 2007 installed. Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation. Please note that Internet access will not be available during your presentation.

Prior to the start of the meeting, speakers will receive an email from PSAV that will provide login instructions to submit their presentations online. **The following presentation file types are the acceptable for ONLINE submission;**

- Microsoft Office PowerPoint (.ppt), (.pptx)
- Adobe Acrobat (.pdf)

**Apple Macintosh Users:** Speakers creating presentations using Apple Keynote (.key) will need to bring their files directly to the Speaker Ready Room to have them loaded to the network.

## *Submitting Your Presentation*

**Advance Submission:** Speakers will receive an email with login credentials and instructions to submit online. Please make sure to upload all media files required for your presentation. Any necessary video or audio files not included in your online upload folder along with your PowerPoint, will cause your presentation to fail in the meeting room. Please see the list of preferred media formats in the “Additional Information” section below. Speakers who submit in advance will have a faster check in at the Speaker Ready Room. Although submitting in advance may not be required, it is strongly encouraged.

**Speaker Ready Room:** All speakers must check in at the Speaker Ready Room preferably the day before your session to preview your presentation. If you are checking in on the day of your session, please come by at least 4 hours prior to the start of your session. PSAV technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary. **If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device to the session room.**

**Bring a Backup:** Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies. USB/Flash drives are preferred.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

**IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.**

**During Your Presentation:** Each meeting room will be staffed with a PSAV technician who will assist with starting each presentation. Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

## *Additional Information*

**Security:** Speakers are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room. Recording devices such as cameras are not permitted in the Speaker Ready Room. All presentation files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.

**List of Preferred Media (Video/Audio) Formats:** (.wmv) (.mpg) (.avi) (.swf) (.wav) (.mov)

Please try to keep the video files size to less than 20MB if possible. Use short video segments when needed.

**List of Specific Compatible Codecs:**

Microsoft - RLE, Video1, Windows Media Series 8 and 9

Divx 3/4/5

Intel Indeo Video <= v.5.11

TechSmith Screen Capture Codec

Huffyuv Lossless Codec

Asus Video Codec, On2VP3, ATI VCR and YV12 Codecs

Cinepak, MJPEG

**Microsoft PowerPoint Tips:**

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. Be certain to bring the video files and the PowerPoint files to the meeting.

Fonts: Arial and Helvetica are recommended for clarity and compatibility. Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. Light colored text on a dark background is advised. Avoid using red or green. Confirm that the maximum number of lines in text slides is no more than 6 or 7.

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:

Format = (.jpg)

Recommended Size = (800x600 pixels)

Compression Setting = 8 (High quality)

Use the “Insert” feature of PowerPoint to add images to your presentations. Do not copy/paste them into the slide or click and drag.

### **PSAV Contact Information:**

For questions regarding the online submission website, please email: [CMSsupport@psav.com](mailto:CMSsupport@psav.com) or call **214-210-8006**.