

Oral Presentation Guidelines

Speaker Ready Room -- Room 613 - Washington Convention Center

The Speaker Ready Room will be open Friday, May 8 – Tuesday, May 12.

All speakers should check their presentations in the Speaker Ready Room at least 4 hours in advance to verify they will be presentable on the computers provided. Presenters electing to use their own Mac computers for presentation must ensure equipment compatibility (see below).

Presentation Information and Instructions

- Session rooms will be equipped with a data projector and a PC, as well as a lavalier microphone, table microphone and aisle microphone.
- Speakers should arrive in the session room 15 minutes before their session begins. *Please note: session rooms do not have Internet access.*
- When preparing your presentation, please use standard fonts (*e.g.*, Times New Roman, Arial, Verdana, and Tahoma). Only those fonts provided in the basic installation of Windows are included on the computers in the session rooms. Unusual fonts may not translate. If you are using a font that is not standard, it should be embedded into your PowerPoint presentation. Microsoft provides [a utility to determine if a font can be embedded -- click here](#).
- PC's will be provided in all of the session rooms. If speakers have presentations on a Mac, the A/V Team will work with them to transfer their presentation from their Mac to the PC to make sure it is functional before their session begins. **Ample time must be allotted for this conversion.** Mac users **MUST** come to the Speaker Ready Room at least 4 hours prior to their presentation.
- Bring your presentation on a Windows readable USB flash drive or CD-ROM. DVDs may be used but need to be tested.
- Test standard presentations at the Speaker Ready Room at least 4 hours in advance of speaking.
- Include any external files utilized, *e.g.* movie files, in the same folder as your presentation. Copy the entire folder to the USB flash drive or CD ROM/DVD.
- Test your presentation on a separate PC compatible computer to ensure that the fonts are standard and components such as movies are included rather than merely linked in your presentation.
- The operating system on the session room PCs will be Windows XP Professional, and software will include: Microsoft Office XP, Adobe Acrobat Reader, QuickTime*, Windows Media Player, Flash Player.
- **Due to additional processing time that may be required, ALL Quick-Time users must come to the Speaker Ready Room at least 24 hours before their session to test their presentation.**

We recommend that presenters bring a backup of their presentation on an alternative storage medium to cover the possibility of luggage loss, theft, and/or incompatibility.

You do not need to bring your own laptop to the meeting room. However, if you would prefer to use your own laptop for your presentation, the A/V Team will work with you to get it connected in the session room. **IMPORTANT:** If you intend to use a Mac during your presentation, you must bring a **doggle adapter**, which allows the data signal to be compatible with our LCD projectors. **THESE ADAPTERS WILL NOT BE PROVIDED AT THE MEETING.**

If you have any questions or concerns about using your personal laptop during your session, please do not hesitate to contact our A/V specialist, Steve Mirsky at Steve.Mirsky@freemanco.com, before the meeting.

Slide or overhead projectors will not be provided.