Oral Presentation Guidelines

Speaker Ready Room – BCC Room 304
The Speaker Ready Room will be open:
Friday, May 7 – 10:00 AM – 5:00 PM
Saturday, May 8 – 7:30 AM – 5:00 PM
Sunday, May 9 – 7:30 AM – 5:00 PM
Monday, May 10 – 7:30 AM – 5:00 PM
Tuesday, May 11 – 7:30 AM – 11:00 AM

Please visit the Speaker Ready Room at least 4 hours* in advance of your session to ensure that your presentation will display correctly on the equipment provided.

Presentation Information and Instructions

Standard meeting room setup for all sessions will include a data projector, a Mac computer, a laser pointer, a microphone, and a screen.

- Speakers should arrive in the session room at least 15 minutes before their session begins. AV technicians will be present at every session. *Please note: session rooms do not have internet access.*

- When preparing the presentation, standard fonts should be used (*e.g.*, Times New Roman, Arial, Verdana, and Tahoma).

- Macs will be provided in all of the session rooms. If speakers have presentations prepared on a PC, the A/V Team will work with them to transfer their presentation to the Mac to make sure it is functional before their session begins. ***Ample time must be allotted for this conversion***. **PC users MUST come to the Speaker Ready Room at least 4 hours* prior to their presentation**.

- All presentations should be brought on a flash drive or a CD-ROM/DVD. Any external files utilized, *e.g.* movie files, must be included in the same folder as the presentation.

- Speakers should test their presentations on a Mac computer, prior to attending the meeting, to ensure that the fonts are standard and components such as movies are included rather than merely linked in the presentation.

- The operating system on the session room Macs will be Apple Snow Leopard OS, and software will include: Microsoft Office, Adobe Acrobat Reader, QuickTime*, Flash Player.

  * Due to additional processing time that may be required, ALL QuickTime users must come to the Speaker Ready Room <u>at least 24 hours</u> before their session to test their presentation.

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

Speakers do not need to bring a laptop to the session room.

IMPORTANT NOTICE FOR SPEAKERS WISHING TO USE THEIR OWN LAPTOP FOR THEIR PRESENTATIONS

Dongle Adaptors

If you prefer to use your own laptop to make your presentation, the A/V Team will work with you to get it connected in the session room. ***HOWEVER***, you **must** supply your own **Dongle adaptor**. This allows the data signal to be compatible with the session room LCD projectors. ***THESE ADAPTORS WILL NOT BE PROVIDED AT THE MEETING.***

To address any questions or concerns about using a personal laptop during your session, please contact Clayton Moore at cmoore@aai.org before the meeting.

Slide or overhead projectors will not be provided.