Presenter Guidelines

Key Points for ALL Oral Presenters

• The Speaker Ready Room will be networked with the session rooms, which means your presentation will be automatically distributed to your session room once it is uploaded in the Speaker Ready Room. Presentations will not be accepted directly in the session rooms for uploading.

• All presenters must check into the Speaker Ready Room at least 3 hours prior to their session time in order to verify their presentation or to upload a revised version to the computer network.

• All presentations should be prepared for PowerPoint 2013 on Windows-based PCs in 16:9 ratio

• Use of individual laptop computers in the session rooms is not permitted.

• Please note that the "Presenter View" is not available. If you need your notes, please bring them on paper.

• Only video codec's and fonts as detailed below will be supported.

• PowerPoint for MAC files should be tested on a PC before attending the event (you may do so at the Speaker Ready Room).

• Keynote for MAC will not be accepted; it must be exported to PowerPoint.

Using the Website "Uploading your Presentation"

Before Getting Started:

We recommend using the latest version of Google Chrome, Firefox or Safari. Internet Explorer 9 or higher is supported with compatibility mode turned off (tools > compatibility view setting > UNCLICK display all websites in compatibility view).

Can't Login?

If you do not know your password, click the "Forgot My Password?" link on the login page. When you enter your email address and a reset link will be emailed to you (this may take up to 10 minutes and we recommend you check your junk email folder). If you are having issues info@isodp2017.org

To upload your presentation, please follow the instructions below:

Step 1: please log into the account we have created for you (details below)
https://confman.isodp2017.org/
username: [email address]
password: [password]

Step 2: Click on the "My Lectures" Icon. You will see a list of all your presentations.

Step 3: Click on the "Edit" button of the presentation you would like to upload.

Step 4: Click on the "Upload New Files" and "Add Files". Add up to 10 files with a maximum file size of 250 MB. Accepted file formats are .ppt, .pptx, pdf, .mp4,.mpg .mov, .avi, and .wmv. Click "Upload" once you have completed adding all your files. You will see a progress bar on each file upload. Once the upload is complete, click on the "Close" button.

When naming your file, please keep the length <u>under 30 characters</u> and do not include special symbols **$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ]** `as this will prevent your presentation from uploading through the submission website.

Step 5: Indicate which of the files uploaded will be your main presentation. By clicking the corresponding "is presentation" radio button on the details page.

Does your presentation include movies?
As of PowerPoint 2013 you are able to embed your videos in your presentation. In the event you did not embed your video, we also accept movies created as, **WMV**, **MP4**(ideally MPEG4 but H.264 codecs as well), **AVI** (Divx, Xvid, or WMV codecs), **MPG** (MPEG1 & MPEG2) and **MOV** (H264 & MPEG4).

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room. Click here for a help on adding videos to a PowerPoint presentation.
A great simple to use free tool to convert videos is available here:
https://www.macroplant.com/adapter/

Special Fonts?
We only supply fonts that are included with Office 2016. If you need a specialized font, it should be embedded into your PowerPoint presentation. Click here for explanation of this process.

What Files Types Can I Upload?
We currently support all versions of PowerPoint through Office 2016. If your PowerPoint is from a version of PowerPoint prior to Office 2016, please use the convert feature located under "File, Help" when you have your PowerPoint open.

Before You Depart
Backup
Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB flash drive or CD-ROM. PowerPoint 2010 will embed movies by default, however you should still bring the videos just in case. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint. It is a good practice to keep a second copy of your presentation and your movies in your luggage.

Arriving at Location

Speaker Ready Room

Speakers should check-in at the Speaker Ready Room at least **3 hours** prior to their scheduled presentation for initial review of their presentation files. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is _imperative_ that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues. All presentation files must be submitted in their final form at least four hours before session start time.

Speaker Ready Room

HOURS OF OPERATION:	
Wednesday, September 6	07:00 to 17:30
Thursday, September 7	06:30 to 18:00
Friday, September 8	06:30 to 17:00
Saturday, September 9	07:30 to 10:00

Giving Your Presentation

Please arrive at your designated meeting room **15 minutes** before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click the play button next to your name on the display, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance simply state, you need assistance in the microphone and a technician will be immediately sent to your room.

By following the guidelines above, we are confident that we will make your experience as easy as possible. Should you have any questions not addressed in this document, please feel free to info@isodp2017.org

Please do not bring your own laptop or attempt to upload your presentations within your presentation room.

Mac Users

Keynote

Currently we do not support Keynote files. Please export your keynote presentation to PowerPoint or PDF. Click here for instructions of this process.

Pictures

If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for the Mac, any inserted image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Ready Room.

Apple MOV files

PowerPoint 2010 or higher supports playback of **MOVs.** The best compatibility for MOV playback is to use MPEG4 as your codec, in some cases H.264 will work as well. If you are using an earlier version of PowerPoint (older than 2010) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Ready Room who can make arrangements to convert videos, or at the Association's discretion, confirm you will be allowed to present with your own laptop.