

# SFS 2012 Meeting A/V Presenters Instructions

## Meeting Room Equipment:

All breakout type rooms are equipped with LCD Projectors and a Windows based PC. Each computer will be equipped with a DVD/CD ROM and multiple USB ports. At least the following software will be contained on each computer:

1. QuickTime
2. Windows Media Player
3. Microsoft Office 2010
4. Windows 7 or XP.

In the plenary sessions, there will be a MAC laptop available in addition to a PC.

In addition to a “speaker ready room” (Paddock Room) where the presenters can rehearse, the Win Room (1<sup>st</sup> Floor of the Marriott) will be configured as a “Presentation Room”. All presentations should be brought on a USB stick, disk, or laptop, to the Win Room the day prior to the session involved. AV techs will transfer and distribute the presentations to the various laptops that will be pre-positioned and pre-loaded with materials in the proper meeting rooms.

Mac based presentations will be transferred to PCs in the presentation room. There will also be a couple of Macs in the room for the purpose. Tech support will be available in the presentation room during the following times:

**Sunday 1 pm – 9 pm**  
**Monday 7 am – 7 pm**  
**Tuesday 7 am – 7 pm**  
**Wednesday 7 am – 7 pm**  
**Thursday 7 am – 4 pm**

## Preparing Your Presentation:

Presenters must use the host computers for PowerPoint and/or video presentations.

Be prepared to supply the following information:

- Name of presenter
- Title of presentation
- Day, Date, and Time of presentation
- Room of presentation (you can find the room of your presentation by checking the program schedule)

- Contact information (how an AV technician can reach you)

### 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.

### Video Formats:

The recommended video format for Windows-based presentations is Windows Media (.wmv). For more detailed information regarding adding video to your presentation please read:

<http://office.microsoft.com/en-us/powerpoint/HA011593121033.aspx>

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.

### File Name:

We must avoid all files being named SFS 2012! Name your file following instructions below.

**(DAY – 3 letters - CAPS)(Last Name)(Military Time of Presentation)(Room Name-CAPS)**

#### Examples:

**MONSmith1430SALON5.ppt**

**TUEJones0945ROSE.wmv**

### Submitting and retrieving your presentation at the meetings

Submit your presentation to the audio visual submission area located in Win Room on the first floor of the Louisville Marriott Downtown. Please submit your presentation by 3pm the day before your presentation. A technician dedicated to the meeting will immediately load your presentation on the master computer. Please be prepared to run through a test of your presentation with one of the techs. Your memory stick or CD will be returned to you.

Questions about equipment or submitting your presentation can be sent to [lmd.exhibits@axxisinc.com](mailto:lmd.exhibits@axxisinc.com).