

Presentation Guidelines

We accept both PowerPoint and Keynote presentations for either Mac or PC.

To ensure your presentation runs smoothly, please upload your presentation **prior to March 1** to <http://buzz.breakout.cmiav.com/Login> and depending on your presentation day you will log in as follows:

Username: 01_Wednesday
Password: Wednesday01

Username: 02_Thursday
Password: Thursday02

Username: 03_Friday
Password: Friday03

Username: 04_Saturday
Password: Saturday04

Save your presentation with the room number, time of presentation, name, and information on the operating system in which the presentation was created (Windows pc/Mac) and software program used (PowerPoint/Keynote). SAMPLE: [Ballroom C_1:00-2:30pm_Smith_Joe_PC_PP]

An AV technician will be available to assist you in reviewing your presentation 24 hours prior to your session. At this time you will be able to make **only minor** changes. All presentations will be loaded on session laptops 5:00p.m. one day prior to your session.

1. General instructions

In the Presenter's Prep Room, a technician will perform a quick run of the presentation with you to check that the presentation runs correctly. Computers will be available for any last minute **minor** changes and to review presentations. No more changes can be made inside the session room where your session will take place.

2. Make sure images are simple and legible

- Use a sans serif typeface such as Helvetica or Arial.
- Avoid using anything smaller than 24 pt font.
- Keep title to one line.
- Test slides for legibility and contrast.
- Include your contact information and website URL on the final slide.
- Check spelling using spell check program or a proofreader.

3. Technical instructions

- During the event, presentations will run in either Keynote '09 or PowerPoint 2010 with a resolution of 1024 x 768 pixels.
- Preferred image size – 300 dpi.
- Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24).
- Use high-contrast colors: light text on dark background or vice versa.
- A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.

4. Suggestions to improve a presentation

- In general: the smaller your presentation (in size) the easier it is to handle.
- Any movie/image file must be in the same folder of the presentation and must be copied in the folder before being included in the presentation.
- Only single projection is available in the presentation rooms.

5. Pictures

- Do not save the picture as BMP or TIFF (size is too big).
- Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by PowerPoint will be accepted all the same).
- Save the pictures used in your presentation on a CD, DVD or USB-stick as backup (In case of problems we can re-insert the original).

6. Video

- Movies should not exceed 50 MB each (50 MB is not necessarily the limit, we can handle larger movies without any problems but the video may not present smoothly).
- If you send a movie not embedded in the presentation it must be saved as your room number, time of presentation, name, and information on the operating system in which the movie was created (Windows pc/Mac). SAMPLE: [Ballroom C_1:00-2:30pm_Smith_Joe_PC].
- Always bring your movies on a separate thumb drive/CD/DVD as back up, and provide to the technicians at the Presenter's Prep Room the day before the presentation.

7. Graphics

- Save the graphics or spreadsheets (Excel) used in your presentation on a USB-stick CD or DVD as back up, and provide to the technicians at the Presenter's Prep Room. If you experience any problems we can re-insert the original graphics or spreadsheets.

8. Fonts

- Avoid the use of non-standard fonts.

Bring your entire presentation on a thumb drive/CD/DVD as back up.

If you have any questions, contact Dori Nielsen, Conference Manager, dori@nceca.net; 866-266-2322.