NCECA Technical Guidelines for Digital Presentations

Presentations may be developed and displayed in Mac and PC environments. PowerPoint and Keynote will be available on all presentation computers.

To ensure your presentation runs smoothly, please upload your presentation **prior to February 27** to http://buzz.breakout.cmiav.com/Login. 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

Locate your folder under the day of your presentation and save it with the room number, time of presentation, 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_PC_PP]

Remember to also bring a backup of your entire presentation with you to the conference on a thumb drive/CD/DVD.

1. **What to expect in the presenter prep room**
   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. 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. on the day prior to your session.

2. **What to expect in the conference center**
   Remember to save all files to whatever form of removable/ back-up media you bring to the conference. While Wi-Fi may be available as you build your presentation, it will not be accessible in the rooms where presentations take place. All files you hope to display should be saved locally and embedded in the presentation. Presentation rooms will be equipped with Macs running OS X. PCs will run Windows 7 operating system with Office 2010.

3. **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.

4. Technical instructions
- During the event, presentations will run in either Keynote '11 or PowerPoint 2011on Macs and PowerPoint 2010 on PCs with a resolution of 1024 x 768 pixels.
- Preferred image size – 150 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.

5. 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.

6. Pictures
- Do not save the picture as BMP or TIFF (size is too big).
- Images with .gif, .jpg, or .png extensions are required.
- 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).

7. Video
- Optimal file size of each movie should be 50 MB or less. Larger movies may be accommodated 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.

8. Graphics
- Save the graphics or spreadsheets (Excel) used in your presentation on 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.

9. Fonts
- Avoid the use of non-standard fonts.

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