

NCECA 2020 Technical Guidelines for Digital Presentations

Presentations may be developed in Mac and PC environments. A MacBook Pro with El Capitan operating system with PowerPoint and Keynote will be available on all presentation computers.

To ensure your presentation runs smoothly, it must be uploaded **prior to March 9, 2020** to <https://www.dropbox.com/request/WDj3sLUpjJZQVRym49zG>. Save your file as the time and day you are presenting, room number, last name, title of presentation, and provide information on the operating system in which the presentation was created (Windows pc/Mac) and software program used (PowerPoint/Keynote). SAMPLE: [10:30a_Thur_B114_Smith_Clay in Richmond_PC_PP]. **Also bring a backup of your entire presentation with you to the conference on a thumb drive/CD/DVD.**

1. General Instructions

There is a SignUpGenius.com schedule for presenters to sign up for a time to meet with a technician in the Presenter's Prep Room. A technician will perform a quick run of the presentation with you to check that it runs correctly - this meeting is a **mandatory** requirement. Computers will be available for any last-minute **minor** changes and to review presentations. Changes cannot be made after 5:00pm the day prior to your session.

To sign up for a time slot go to: <https://www.signupgenius.com/go/60b044eacaa2ba3fe3-time>. From this link, pick a time you are comfortable with and click signup at the bottom of the page. Provide your information and click the, "Sign Up Now!" button. Your information will not be shared with anyone; it is only available to NCECA's Audio Visual/Presenter Technicians so they can make contact should you not show for your appointment.

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 a 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 1920 x 1080 pixels (16:9, widescreen).
 - Need helping starting your presentation in 16:9? See below!

*** If you start with a blank presentation with an aspect ratio of 16:9 before you put your images and text in, the process tends to go much smoother.

- 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.

PRO TIP!

Still having trouble changing the aspect ratio of your presentation? Check this!

<http://www.hanselman.com/blog/HowToConvertAPowerPointPresentationFrom43RatioTo169WithoutDistortedOrStretchedImages.aspx>

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.

In a dark room, such as the ones the presentations will be viewed in, pages that are only text are easily viewed with a dark background and light colored text.

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 USB storage 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 as smoothly). Always bring your movies on USB storage as back up, and provide to the technicians in the Presenter's Prep Room. The best format for videos for our purposes is .mp4.

7. Graphics

- Save the graphics or spreadsheets (Excel) used in your presentation on a USB-stick 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

- Please do not use non-standard fonts.

If you have any questions, contact Dori Nielsen, Conference Manager, dori@nceca.net; 303-828-2811; 866-266-2322.