

TIPS FOR PREPARING YOUR SLIDES:

- 1) Power Point slides should be formatted in widescreen/16:9 ratio for best on-screen appearance. Widescreen is the default setting for PowerPoint 2013 and newer. To check, ensure you are in View - Normal. Next click Design, then Slide Size.
- 2) Ensure your slides are not running on a continuous loop.
- 3) If you include video files in your presentation, ensure they are properly embedded when transferring to a portable drive or include the video files in the same folder when you transfer to a USB.
- 4) It is a good safety measure to play your presentation from the USB before you depart for the conference to ensure it plays as expected.

SPEAKERS IN ORAL SESSIONS AT THE CONFERENCE:

- 1) Equipment: ACerS will provide a laptop in each session room with HDMI output. If you plan to use your own device, be prepared for HDMI output. Anyone using a Mac should bring their own Thunderbolt to HDMI adaptor for the presentation.
- 2) If you will use our equipment, please bring your Power Point presentation on a USB to be provided to the AV technician at the Speaker Ready desk at conference registration. On the day of your talk, your file will be transferred to the desktop of the laptop for your assigned session room. Files are kept confidential, are not shared with anyone, and are deleted at the end of each day.
- 3) If you are arriving the same day as your talk, you must plan to arrive in your session room 20-30 minutes prior to the start of the session to load your file onto the laptop at the podium. We are unable to accept presentation slides sent in advance of the meeting.
- 4) Please check in with the session chair 15 minutes prior to the start of the session to confirm your presence.

POSTER GUIDELINES:

Maximum Poster Size: 4 ft. x 4 ft. (1.22 m x 1.22 m)

Poster Set-Up Time: 3:00 PM - 4:30 PM the day of poster session.

You are expected to attend the poster session and stand near your poster to answer questions of interested parties. All posters must be removed by the presenters at the close of the poster session. ACerS is not responsible for posters not removed at the end of the poster session.