



PRESENTATION FILE SUBMISSION GUIDELINES

GETTING YOUR PRESENTATION READY

Presentation File Format: Microsoft Office PowerPoint (.ppt), (.pptx) / Adobe Acrobat (.pdf)

Screen Ratio: Widescreen with an aspect ratio of **16:9**

Movies & Sound Files:

- If you have movies or sound files in the presentation please embed them and also bring the sound or movie files on **USB memory stick as a backup copy** in case they are lost on different versions of PowerPoint.

Font: Please bring a copy of any **unusual fonts** you require.

USB Memory Stick:

- Be sure to bring a backup copy of your presentation with you to the Speaker's Ready Room & Lounge.

COMPUTER EQUIPMENT

Computer Equipment:

- All computers will be installed with a **Window XP based PCs with Microsoft Office PowerPoint 2010.**
- **The computers in the session rooms are the same as the computers in the Speaker's Ready Room & Lounge.** Therefore, if your presentation file does not apply properly in the Speaker's Ready Room & Lounge, proper functioning of the file in the session room is highly unlikely.
- Verification of proper operation is essential, particularly if video and animation is included.

Internet Access: Internet access is NOT available during your presentation.

THE DAY OF YOUR PRESENTATION

Presentation Preview:

- Preview is available at the Speaker's Ready Room & Lounge.
- If your presentation includes audio or video files, please advise technician at the Speaker's Ready Room & Lounge immediately upon your arrival so that the integrity of the files can be checked on the network.
- To modify your upload, you can re-access the service and upload a corrected version, only the latest uploaded version will be considered.

On-Site Submission:

- You must upload your presentation a minimum of 3 hours before the session starts or the day before if the session is at 08:15. Presentations received after this cannot be guaranteed audiovisual support.
- You can upload your materials via web storage on-site which can be accessed with barcode at the back of your name tag.
- Once uploaded, the presentations will available in the session room.

Mac & Apple Keynote User:

- If you are planning to use MAC or bring in your own laptop, please bring the adapter with you. In this case please pay a visit to the Speaker's Ready Room & Lounge to check the presentation materials compatibility with the system.
- Presenters creating presentations using Apple Keynote (.key) will need to bring their files directly to the Speaker's Ready Room & Lounge to have them uploaded to the network.

Laptop User:

- Presenters who will use their own laptops (incl. Mac) for the presentation need to visit Speaker's Ready Room & Lounge an 3 hour ahead of the presentation.
- All users of Macintosh hardware need to ensure that the files are compatible with PC hardware.