



## Speaker Ready Room Instructions

Please follow the instructions if you have an in-person talk. ***You cannot use your own computer and cannot bring your talk to the session room on a drive.***

### Deadlines for uploading your presentation:

- **Monday presenters: before 8 AM on Monday.**
  - **All other presenters: before 4:30 PM the day before your session.**
1. Your presentation should be in Powerpoint or Keynote (latest version) in 16:9 format\*. PDF format is not recommended.
  2. Copy your presentation onto a USB thumb drive that is virus-checked.
  3. Name your file as the following example: 6225\_HOPP\_THU\_PM\_WILLIFORD.pptx [ABSTRACT#\_LASTNAME\_MON/TUE/THU/FRI\_AM/PM\_WILLIFORD/WALDORF.pptx/key]
  4. Copy your file into the WILLIFORD or WALDORF folder, depending on where your talk is scheduled.
  5. Test your presentation with PowerPoint or Keynote on the computer in the speaker ready room. They will be the same models and have the same software as the ones in the lecture hall.
  6. Sign off by placing your initials next to your program entry in the speaker ready room.

\*If you cannot prepare your presentation in 16:9, the 4:3 aspect ratio will also work. The computer and video switcher will scale the slides, so they fit 100% vertically, with black bars on the left and right. The projection in the room and the webcast will be 16:9 widescreen, 1920 pixels x 1080 pixels.