

Speaker Ready Desk & Presentation Instructions

We want you to feel confident and prepared when it is time to present. Please review the steps below before arriving onsite so your presentation can be uploaded, checked, and ready before your session begins.

These instructions apply to all oral presenters.

Quick reminder: The Speaker Ready Desk is your best place to upload, review, and troubleshoot your presentation before your session begins.

Your 4 Steps to Success

1. Prepare your PowerPoint file before you arrive.
2. Visit the Speaker Ready Desk early, once onsite.
3. Review your presentation on the conference system.
4. Arrive at your session room 15 minutes early.

Before You Arrive

- Prepare your presentation in **Microsoft PowerPoint (.ppt/.pptx) format only**. Other file formats may not display correctly on the conference presentation system.
- Save your presentation using the following naming convention: Room Name – Day – Time – Last Name.
Example: Chimney Rock-July 29-10:00-Smedley.
- Bring a backup copy of your presentation on a USB drive.

When You Arrive Onsite

- When you arrive onsite, please visit the Speaker Ready Desk as early as possible. It must be **no later than one hour** before your scheduled session start time.
- A Speaker Ready Desk workstation will be available so you can open and review your presentation on the conference presentation system.
 - Please check that your slides open correctly and that fonts, images, animations, videos, and formatting appear as expected.
- If you notice an issue, Speaker Ready Desk staff can help troubleshoot or connect you with technical support.
- Once your presentation has been reviewed, staff will upload the final file to the conference presentation system.
- Do not wait until the last minute to upload your presentation. Early review allows time to address technical issues before your session begins.

On Presentation Day

- Please arrive at your session **room at least 15 minutes before** the session begins to meet the session chair and familiarize yourself with the equipment.
- Your slides will already be loaded in the meeting room before your session begins.
- A conference-provided laptop will be available at the podium.
- Your presentation will be pre-loaded on the room laptop. Personal laptops *will not* be used during the session.
- Presenter View will be enabled so you can see your notes while presenting.
- Attendees will see only the projected presentation view and will not be able to see your notes.
- Technical staff will confirm that your presentation is available in the correct room before your session starts.

Help Every Attendee Follow Your Presentation

- Use a minimum 20-point font whenever possible.
- Use high-contrast color combinations.
- Choose easy-to-read sans serif fonts such as Calibri or Arial.
- Include alt text for images and graphics when appropriate.
- Use captions for video content when applicable.
- Verbally describe important images, graphs, charts, and other visual content during your presentation.

Need Help? Start Here

- If you have questions before your presentation, please visit the Speaker Ready Desk onsite. Staff will be available to help with presentation uploads, file access, and basic troubleshooting.
- If you are unsure whether your slides, videos, fonts, or animations will display correctly, please plan to stop by the Speaker Ready Desk as early as possible so you have time to review your file before your session.
- For questions during your session, please check in with the technical staff assigned to your meeting room.

One Final Reminder

- To help your session begin on time and avoid last-minute technical issues, all presentations must be submitted through the Speaker Ready Desk. Presentations should not be brought directly to the session room for loading immediately before a session.
- Following this process gives staff time to confirm your file is ready and helps you focus on delivering your presentation.