

## Oral Presenter Guidelines

**Note that there is no central upload site for the meeting. Please bring your presentation with you to the meeting; once in the session room you will run your presentation from your USB drive using the computer provided in the room, or you may use your own computer.**

### Presentation Duration

Please refer to your official notification for the scheduled length of your presentation. If you have questions about the duration of your presentation or cannot locate your official notification, please call +1.202.416.6191 or send an email to [cstech@osa.org](mailto:cstech@osa.org).

### Computer Equipment in the Session Rooms

The computers in the session rooms will be Windows XP based PC with Microsoft PowerPoint 2007. Presenters should bring a USB drive containing the presentation and will run the presentation from the USB drive.

Please note that Internet access will not be available during your presentation.

**Be sure to bring a backup copy of your presentation with you to the meeting.**

### Use of Personal Laptops

If you would like to run your presentation from your personal laptop, you may do so. Please bring the following with you:

### PowerPoint Tips (courtesy of PSAV<sup>®</sup> Presentation Services)

**Video Formats:** The recommended video format for Windows-based presentations is Windows Media (.wmv). For more detailed information regarding fonts, sound, video, and general compatibility, refer to <http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>.

Using one of the codec's from the following list should ensure proper performance:

- Microsoft - RLE, Video1, Windows Media Series 8 and 9
- Divx 3/4/5
- Intel Indeo Video <= v.5.11
- TechSmith Screen Capture Codec
- Huffvuv Lossless Codec
- Asus Video Codec, On2VP3,
- ATI VCR and YV12 Codecs
- Cinepak, MJPEG

There is a trade-off between high quality videos and large files. Use short video segments when needed, and try to keep the file to less than 20 MB.

PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. Be certain to bring the video files and the PowerPoint files to the meeting.

**Fonts:** Arial and Helvetica are recommended for clarity and compatibility. Use a font size of at least 24 points for body text and 36–40 points for headings. Light-colored text on a dark background is advised. Avoid using red or green. Confirm that the maximum number of lines in text slides is no more than 6 or 7.

**Images:** The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than 1024 x 768 pixels will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

- For on-screen presentations, JPEG-type images work well. This type of image file can be created with virtually all imaging programs.
- There are many graphics programs that can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program,

- Change the size of the image to approximately 800 x 600 pixels.
  - Save as file type “JPEG” or “JPG”.
  - Select compression setting of 8 (High quality image).
- Insert all images into PowerPoint as JPEG files. If you copy the images to the clipboard and then Edit / Paste them into PowerPoint, the images will not be compressed and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint (Insert / Picture / from File).

Animations: Keep animations to a minimum. When using a bulleted list of points, it may be useful to have the points appear.

See <http://office.microsoft.com/en-us/powerpoint/FX100648951033.aspx?CTT=96&Origin=CL100626991033> for additional information that may be helpful in preparing your presentaion.