

Audio Visual Guidelines for Computer Generated Presentations

Computer Equipment Used in Session Rooms: The computers in the session rooms will be Windows XP based PC with Microsoft PowerPoint 2007. Verification of proper performance on the session computer is essential, particularly if video and animation is included in the presentation. Please note that Internet access will not be available during your presentation.

MACINTOSH USERS: Please make sure that all inserted pictures are either JPEG or PNG file-types. QuickTime (.mov) files are also an accepted video format.

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/enus/powerpoint/FX100648971033.aspx>

Laptops: Personal laptops cannot be used in the session rooms. You must load your files directly onto the computer at the podium in the session room. You should still bring a backup of the presentation on alternate media. Approved media are: Flash Drive, CDROM, DVDRM, or external Hard Drive. Please make sure you have all power, video, and networking adapters with you.

DURING YOUR PRESENTATION

Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

HOW TO SUBMIT YOUR PRESENTATION

On-site Submission: Check in at the registration desk at least one hour prior to the beginning of the meeting to submit your files and to preview your presentation prior to the start of your session (note: this refers to the session start time, not the presentation start time). A technician will be present to assist you in uploading the files and provide the opportunity to preview and/or edit the presentation as necessary.

Bring a Backup: Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies.

When reviewing your presentation on the session computer, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.

All files are deleted at the end of the conference, unless permission has been granted to the ISA 2009 Organizer to retain the presentation files.