Presentation FAQs:

What audio/visual equipment is available in the meeting room?
NCME provides the following equipment for each Oral Paper Session:

Laptop computer (PC not a MAC)
LCD projector
Screen sized to the meeting room
Laser pointer
Podium microphone
Lavaliere microphone
Aisle microphone (for any questions after presentations)

How can I get additional audio/visual equipment other than a screen, microphone, and laptop?
If you want to request additional AV equipment for your session, please contact Jane Shepard at meetings@ncme.org or 1-608-443-2487, ext. 137 at the Central Office no later than March 25, 2014. You will be charged for this additional equipment. To process the order, you will need to provide your name, address, session number, presentation title, and specific type of equipment needed. Availability of equipment requested onsite is limited.

How do I load my paper onto the laptop computer?
Each presenter can bring a jump/thumb drive to load on the oral session computer BEFORE the session begins. Bring two copies of your presentation with you in case of media failure. We suggest that you arrive at your session rooms 20-30 minutes in advance.

What kind of software must I use?
The following software will be available on all presentation computers:

Operating System: Windows 7 Professional (x64 Bit) Service Pack 1
Microsoft Software Installed:

Microsoft - Office Standard 2010*
        Microsoft Word 2010
        Microsoft Excel 2010
        Microsoft Outlook 2010
        Microsoft PowerPoint 2010

Additional Software Installed:
Apple QuickTime 7.7.2 or Later   Apple iTunes 10.6 or Later   Adobe Acrobat Reader 10.1 or later   Adobe Shockwave Flash Player 11 or Later   VLC Media Player 2.0 or Later   K-Lite Video Codec Pac (32 & 64 Bit)   Google Chrome - Latest Version
*This version of MS Office will operate files from earlier editions.

There will <u>not</u> be an internet connection available in the meeting rooms.

What if the bulb in the projector goes out or I have other technical difficulties?
There will be audio/visual staff available to troubleshoot technical difficulties you might encounter. Please be sure to load papers before the session begins and arrive early to test your equipment, just in case. We suggest that you arrive at your meeting room 20-30 minutes in advance of the beginning of the session.

What equipment is provided for an Electronic Board Paper Presentation:
NCME will provide a 55" monitor for your presentation. Please plan to bring your laptop or iPad with you to connect to the electronic monitor.

<u>You must bring the following with you:</u>

<u>Your laptop</u>
<u>Your power cord.</u>
<u>An adapter that hooks your equipment to a VGA or DVI cable.</u> Connection cords will not be provided

We recommend that you:
- Use powerpoint or keynote to display your presentation on the monitor.
- Include the title of your presentation as a header at the top of every slide
- Prepare about four to five slides (not including the title page)
- Add slide number, with preferred format of Slide # of #.
- Bring two copies of the file with you in case of media failure.
- Download your files onto a device prior to arriving at the electronic board session. No internet will be available.
- Do <u>NOT</u> include audio in your PowerPoint slides
- Prepare a one-page handout to be available during the presentation
- Arrive early enough to load your presentation onto the monitor and test it out (30 minutes in advance). <u>Do not plan to leave your equipment in the meeting room unattended.</u> Security is not provided.

PREPARING YOUR PRESENTATION
Please review the following guidelines for preparing your presentation.

Design Tips:

A. Make sure that you can read your slides from at least ten feet from your computer screen. If you can't read it from there, people in the back of the room won't be able to read it either. A constant complaint from attendees is too much information on a slide.

B. Use contrasting colors for the text and the background so the text will be easy to read. Dark backgrounds and white text works best when projected.

C. Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.

D. Avoid using non-standard fonts. Standard fonts include Geneva, Times New Roman, Helvetica.

E. Use short phrases and sentences to convey your message.

F. Use simple or no slide transitions. Too many different transitions will distract your audience from the subject of the presentation.

G. Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.

H. Keep text simple and easy to read by not using many different text effects such as bold, italics, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.

I. If there is a video attached to your presentation, make sure that it is embedded in PowerPoint and not on your desktop. You should also arrive at your session room well in advance to confirm your video is playing properly. PowerPoint will only play a .WMV file format. You may need to convert or play a .MOV file outside of PowerPoint.

QUESTIONS
If you have any questions about the audio/visual aspect of your presentation, please contact Jane Shepard at meetings@ncme.org or +1-608-443-2487, ext. 137.