

NABS 2011 Meeting A/V Presenters Instructions

Meeting Room Equipment:

All meeting rooms are equipped with LCD Projectors, Windows based PCs & a Macintosh Laptop. Each computer will contain one DVD/CD ROM. The following software will be contained on each computer:

1. QuickTime
2. Windows Media Player
3. Microsoft Office 2007
4. Windows XP or OS X 10

Preparing Your Presentation:

Presenters must use the host computers for PowerPoint presentations. Windows based or Macintosh OS.

Label your disk(s) exactly as follows: - this is important!

- Name of presenter
- Title of presentation
- Day and Date of presentation
- Room of presentation (you can find the room of your presentation by checking the schedule)
- Time of presentation
- Contact information (how an AV technician can reach you)

Presentations can be saved on a CD-ROM disk, or a USB memory stick. Please test and bring a backup!

Fonts:

Arial and Helvetica are recommended for clarity and compatibility. Confirm 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.

Video Formats:

The recommended video format for Windows-based presentations is Windows Media (.wmv). For more detailed information regarding adding video to your presentation please read:

<http://office.microsoft.com/en-us/powerpoint/HA011593121033.aspx>

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.

File Name:

We must avoid all files being named NABS 2011! Name your file following instructions below.

Last name, first initial-abbreviated presentation title date, time, room number

Example: Adams-population structure and movement patterns 09July11 2pm.

Submitting and retrieving your presentation at the meetings

Submit your presentation to the audio visual submission area located in Room Ballroom C on the fifth level of the Rhode Island Convention Center. Please submit your presentation by *3pm the day before your presentation. A technical coordinator dedicated to the meeting will immediately load your presentation on the master computer. Your memory stick or CD will be returned to you at that time.

*If you choose to forward your presentation before you arrive you can upload to this FTP site:

<https://istorage.iomega.com/istorage-home.asp>

With the following case-sensitive credentials:

- Login: tylerminnis
- Password: Ambient-2011

When your presentation is uploaded, please email a confirmation to presentations@ambientsound.com.

Questions about equipment or submitting your presentation can be sent to presentations@ambientsound.com by email or to Tyler Minnis, 401-458-6342 by phone.