



GUIDELINES FOR PREPARING ELECTRONIC PRESENTATIONS

Society of Information Display- Display Week 2013

The SID will feature a networked presentation submission system. The tips below will help ensure that little, if any, editing will need to be done on-site, allowing you to quickly review your presentation and then attend other meetings in progress. The tips below are for both Windows and Mac users. As all the provided computers will be PCs, Mac users should additionally review. **Considerations for Mac Users** at the bottom of this document.

Key Points

- Presentation files may be submitted in advance of the conference at a web site to be launched in Mid-April
- All presentations **must** be reviewed in the Speaker Preparatory Room, 24 hours prior to your session. Submission and initial review of files is required by this time.
- All presentations will be played on PowerPoint 2010 or Acrobat 10 for PC
- Presenter laptops are not permitted unless case by case exceptions are made for technical reasons by both Audio Visual staff and association. If your own laptop is the only option, notify show management and arrangements will be made.
- Only video formats and fonts as detailed below will be supported
- PowerPoint for MAC files should be tested on a PC before attending the event
- Keynote for MAC will not be accepted, it must be exported to PowerPoint
- There will be no internet connectivity in the Speaker Ready Room or in session rooms

Building Your Presentation

Movies: Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as **MPGs, WMVs**, or with the following **AVI** codecs: **MPEG-4** (Divx, Xvid, or WMVs), **Indeo, Cinepack, Techsmith.**

Flash content (**SWF**) is fully supported.

Apple Quicktime formats such as **MOV, MP4, or DV** files are **NOT** fully supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in Considerations for Mac Users.

DVDs: If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

Fonts: We only support fonts that are included with Office 2010 for PC or earlier. If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link:<http://support.microsoft.com/kb/826832/en-us>

Before you Depart

Advance Submission: You may submit your presentation via the internet. Website will be active Mid-April.

Considerations for Mac Users

Pictures: If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible.

Movies: Quicktime **Pro** 7 can natively export MOV, DV, QT, or MP4 files as MP4 using H.264 video & AAC audio. While the resulting file is Windows compatible, there are add on products to Quicktime that will give a better results.

Flip4Mac Studio. This \$49 plug-in for Quicktime 7 Pro converts Quicktime movie formats to Windows compatible WMV files. <http://www.telestream.net/flip4mac-wmv/wmv-studio.htm>

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos, or at the Association's discretion, confirm you will be allowed to present off your own laptop.

Keynote Users: Keynote will not be accepted since it cannot be played back on PC. Please export your presentation as a PowerPoint.