Speaker Instructions

The AV team is your surgical association's meeting AV specialists with over 20 years experience. We do all we can to make the technical side of your presentation simple for you.

We have both PC and MAC computers to run your presentation supporting the following presentation file types:

<u>Windows</u>

PowerPoint .pptx (more features) or .ppt

<u>MAC</u>

PowerPoint .pptx (more features) or .ppt

and Keynote .key

<u>FOR All Software: Use slide size "WIDE SCREEN"16:9 Format</u>

<u>Bring Us Your Files:</u> (**personal laptops can not be used**)
Bring your files to the tech table at the rear of the room. We will up-load and test them. A USB flash drive or any USB device, type "A" or "C", to transfer please.
Retrieving files from your email is problematic due to slow/unreliable hotel internet.

<u>Videos:</u> If you have any videos in your presentation come see us as early as possible during the conference to ensure that they run. If we cannot test them ahead of time we cannot ensure that they will run properly. We recommend that you bring your laptop in case there is a problem. We have many tricks to ensure that your videos will run on both the MAC and PC platforms but we will need the actual video files available on your laptop to rectify any problems.

<u>At the Podium:</u> There is a 15" LCD monitor for your presentation viewing and regular mouse (for starting and stopping videos plus slide advancing and for use as a pointer) Additionally there is a count down timer next to the monitor to inform you of your presentation time.
<u>Note that "Speaker Notes" are not seen on the podium monitor. If you need notes print them out ahead of time or use your phone.</u>

<u>Finally:</u>
Should you have any questions please call 360-708-4226 and we are glad to address any issues you might have.