

Media Presentation Instructions

USB Flash Drive

All presentations (Keynote Address, Papers, Panels, “Greet and Meet”, etc.) shall be on a **Universal Serial Bus (USB) Flash Drive**. **The presentation will be a Power Point file** (PowerPoint 2010 or “.pptx”) stored on the **root directory (not in a folder)**. The computer at the conference will be operating Power Point software and will access the presentation file on the USB Drive. **The presentation file will not be loaded or stored on the conference computer.**

Special Presentations

Any special presentations (e.g. Videos, etc.) **shall be on the USB Drive and accessed through embedded Power Point commands**. The conference computer will include Power Point, Windows Media Player, VLC Media Player, and Adobe Acrobat Reader. **No other method or media will be available.**

The Procedure

The procedure will be that **the presenter will install the USB Drive on the conference computer**. The presenter will direct Power Point to access the file on the USB Drive and start the presentation. **After the presentation, the presenter will “eject” the USB Flash Drive on the conference computer and then remove the USB Flash Drive**. The time used to install, access, “eject” and remove the USB Drive is included in the allocated time for that presentation.

Questions & Answers

When answering a question from the audience the first thing you must do is to **REPEAT the QUESTION**. Not all people in the audience may have been distracted or not heard the question for various reasons.

A/V Equipment Provided

Large Screen- Front Projection System

4:3 Aspect Ratio

Windows Laptop Computer (with CD/DVD Drive & USB port)

preloaded with:

- * Windows Media Player & VLC Media Player
(to handle video embedded in PowerPoint slides)
- * Adobe Acrobat Reader
- * MS PowerPoint Reader
- * Zip/UnZip

NO OTHER A/V EQUIPMENT WILL BE PROVIDED