

ORAL PRESENTATION SUBMISSION PROCEDURES

IMS2015 SPEAKER READY ROOM CHECK-IN PROCEDURES

Please come to the Speaker Ready Room (Moscone Convention Center, Near **Rooms 309 & 310**) a minimum of **24 hours in advance of your talk**. It benefits you to bring at least a preliminary version of your presentation as early as possible, to allow time to fix any problems that might arise. If necessary you can replace it with an updated version within the time frame listed below.

If you are attending the convention only for the day of your session, you should still come to the Speaker Ready Room as early as possible to upload your file(s) onto the presentation server and check to see that they are working properly on our systems. An audio/visual technician will be available to answer any equipment questions and to adjust lighting and sound levels to your requirements prior to the start of the session.

Upon arrival at the Speaker Ready Room, a technician will check you in, upload your presentation if necessary and then assign you to a preview station where you will be able to review and edit your presentation, and see exactly how it will appear in your session room. You may make any last minute edits to your presentation at this time.

Please make every effort to finalize your presentation for morning sessions by 1700 the day before and for afternoon sessions by 1130 that day.

Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops, etc.

Internet connectivity is not available in the speaker ready room and oral session rooms.

A special event upload site is being provided, where you may pre-submit your presentation.

Pre-submission is not mandatory. The site will open 15 April - 20 May 2016. After that time please bring your presentation to the Speaker Ready Room on-site. The site may be accessed from the following URL:

For Online File Submission:

1. Make sure your presentation file is ready. Please save your file using the following naming format: SessionNumber_PaperSessionSequenceNum_AuthorLastName_AuthorFirstName – e.g. *TU1A_1_Smith_John.pptx*.
2. Have the Day, Room, and Session of your presentation ready (you will need this info to upload your files)
3. Go to <http://www.imsupload2016.com/>. You will then select the conference, day, and room. You will need to enter your first and last name, select the correct session and browse for your file.

Under no circumstances will presenters be allowed to email presentations to Speaker Ready Room staff.

AUDIO/VISUAL & COMPUTER EQUIPMENT

Session room laptops will be provided with at least the following configuration:

- i7 Quad Core Processor
- 4 GB RAM
- 1024 x 768 at 24 bit color depth
- Microsoft Windows 7
- Microsoft Office 2010
- Windows Media Player (Version 10)
- QuickTime (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the formats listed below:

- PowerPoint 2010 or earlier version
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 8, Firefox 3.6
- Plug-Ins: QuickTime 7, Adobe Acrobat 9
- Video Playback: Windows Media Player 10; QuickTime 7
- PDF Reader: Adobe Acrobat 9
- Unix Users: Bring HTML Files or Adobe Acrobat 9

Some helpful hints:

- If you have apostrophes or hyphens in your name please leave those out of the name field of the uploader, and the file name. e.g. enter O'Connor as OConnor.
- If you make changes to your presentation and wish to upload a new version add "_v2" (or v3, v4...etc.) to the end of your file name and upload the new file. TU1A_1_Smith_John_v2.pptx. Then please let the technician in the Speaker Ready Room know so the older file(s) can be deleted.
- Embed your fonts! - This will greatly reduce chance of format troubles. - In PowerPoint: File > Options > Save - at the bottom you will see a checkbox to embed fonts, make sure it is checked! (This only works for True Type and Open Type fonts, proprietary fonts will not embed.)
- If you have media embedded in your PowerPoint, please run the Optimize Media Compatibility & Media Size and Performance tools in PowerPoint. File > Info - if you have media in your presentation these two options will appear. They are very important tools to make sure your videos run smoothly
- If you are a Prezi user make a portable prezi and upload the entire zip file. Here is a link to the Prezi sight if you do not know how to do this:
<https://prezi.com/support/article/sharing/download-a-portable-prezi>.
- If you are using a PowerPoint version earlier than Office 2010 and are using video or sound files - your media files are linked to, not embedded in the ppt file - you will need to upload the separate files. Place the ppt file and the media files in one folder, zip the folder and upload the zip file. It is strongly recommended that you come to the Speaker Ready Room on site to upgrade these files to a newer PPT format with files embedded. Technicians will be on site to help.

If you are a Mac user, it is mandatory for you to come to the Speaker Ready Room at least 24 hours prior to your talk, to ensure that your presentation can be properly formatted to display on our presentation machines. Also, please bring a copy of your presentation in PDF format.

Be aware that embedded media clips are not saved as part of your PowerPoint presentation, the actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file either when you upload or in the Speaker Ready Room.

****If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.***

Even if you have submitted your presentation in advance, please plan to bring the latest version of your presentation to the meeting on one of the following media types as a safety backup for your talk.

- USB Flash Drive or Hard Drive (any brand that does not require drivers)
- CD ROM (CD-R, CD+R)
- DVD ROM (DVD-R, DVD+R)
- CD+-RW and DVD+-RW (not recommended)
- Memory Card (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Audio-Visual Equipment in each oral session room will include:

- Minimum 3000 lumen LCD projector (1024 x 768 screen resolution)
- 17" LCD Flat Panel preview monitor (connected to computer)
- Audio Direct Box for computer audio connection to the meeting room PA system
- Table Microphones
- Podium Microphone
- Projection Screen
- Microphone Mixer