PRESENTATION GUIDELINES

Thank you for presenting at the ACVO Conference. This document is meant to help you prepare presentations, allow for load time, and provide tips to help presentations run smoothly.

Speakers must bring presentations on a PC-friendly USB ready to be loaded into the PC central computer hard drive at the designated time. It is important to review the below information prior to the scheduled presentation date.

IMPORTANT: Presentation Naming
DAY-START TIME-NAME (Example: THURSDAY-10.45AM-S.MILLER) – SEE THE CONFERENCE SCHEDULE

General Information
ALL speakers should prepare their presentations using PowerPoint Only, AND ALL MUST BE PC FRIENDLY! The software will support the newest ‘version’ of PowerPoint. It is very important that you have a copy of your USB loaded during the times listed below. If you arrive late, you may risk forfeiting your presentation.

A speaker ready room will be provided in the Esmeralda Boardroom 7:00am-5:00pm on Thursday, Friday, and Saturday if you need to test your presentation/format, etc.

Loading Presentations
If you are presenting during the General Scientific Sessions; Thursday, Friday or Saturday, plan to meet the AV technician in the General Session Room - Esmeralda 4 on the day of your presentation.

Morning Presentations
Presentations must be pre-loaded between 7:00am – 7:45am of your designated presentation day, please arrive early! The A/V technician will need to load and save your presentation to the hosted computer from your USB; therefore, you may need to allow for a time delay due to the volume handled each morning.

Afternoon Presentations
If presenting after lunch, bring the presentation USB to the A/V desk in the during lunch break. Visit the AV desk during lunch, but no later than 15 mins prior to the beginning of the afternoon session.

General Session – Esmeralda 4
This is a typical ACVO general session room, both in size and setting. The room is set wide for about 600ppl, with two very large screens flanking the stage. A large confidence monitor will be visible for the speakers to see their presentations and a wireless mouse will be supplied to advance slides. It is important to note that pointing to the screen with the laser pointer can be difficult for attendees to see due to the orientation of the room, consider calling out items on your graphics directly via your presentation (e.g., circle an area digitally to which you will refer specifically). Speakers will be spotlighted from the ceiling for recording purposes; this may make it difficult to see the audience. The sessions will be recorded from the back of the room. Wireless mics are available for Q&A on the floor. Presentations will be recorded.

Provided Equipment
PC friendly laptop, presentation monitor, high resolution LCD projector, laser pointer (if available), screen(s) as deemed necessary for the room, Lavaliere mic and podium mic. All speaker platforms will be lighted for recording. Audience-accessible wireless mic(s) will be provided to all courses for Q&A from the floor if needed (exception GP Course).

Presentation Expectations
A timer will be set by the moderator, who will introduce each speaker. From the stage presenters will be able to see a yellow warning light when your time is getting close (1-2 minutes more). A red light means the presentation needs to end. The moderator has been instructed to interrupt or stop presentations that go over time simply due to the very busy schedule that we must honor. Please try to end on time.

At the end of the conference, the A/V company will delete the PPT presentations on its computers. Your presentation(s) will be available for attendees, in the ACVO Member Video Library for future access/search availability for members.

(Contact the ACVO office with any additional questions: office@acvo.org)