



ORAL PRESENTATION UPLOAD PROCEDURES

An upload site for electronic presentations is now available. To upload your presentation, please visit the site listed below.

<http://www.projectionnet.com/aai/index.html>

To login to the upload site you will need to enter the e-mail address affiliated with your presentation. Your temporary password is **AAI2018**. Upon your initial log in you will be asked to select a new, unique password. The new password will be required upon subsequent logins; however, if you forget your password, there is a link on the Login page where you can request to be emailed your unique password.

If you have problems logging on to the site or uploading your presentation, please e-mail aai@projection.com and describe your problem. You will be contacted shortly thereafter.

You can upload as many revisions to your presentation as you would like, but please bring a backup copy of your final presentation with you to the meeting.

The deadline for uploading electronic presentations is Wednesday, May 2, 2018 at 5PM EDT. After that time all updates must be brought onsite in Austin.

SPEAKER READY ROOM CHECK-IN PROCEDURES

Please come to the Speaker Ready Room (**Room 11A of the Austin Convention Center**), a minimum of 4 hours in advance of your talk to be sure your presentation is working properly on our systems. An audio/visual technician will be on duty to ensure a smooth transition between each speaker in meeting rooms, to answer any equipment questions, and to adjust sound levels to your requirements.

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 view exactly how it will appear in your session room.

Please make every effort to finalize your presentation for AM sessions by closing time the day prior and for PM Sessions by 11:30 AM that day.

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

UNDER NO CIRCUMSTANCES WILL PRESENTERS BE ALLOWED TO E-MAIL PRESENTATIONS.

SPEAKER READY ROOM HOURS

The Speaker Ready Room is located in **Room 11A of the Austin Convention Center**. The hours of operation are listed below:

- Friday, May 4: 12:00 PM – 6:00 PM
- Saturday, May 5: 7:00 AM – 6:00 PM
- Sunday, May 6: 7:00 AM – 6:00 PM
- Monday, May 7: 7:00 AM – 6:00 PM
- Tuesday, May 8: 7:00 AM – 12:00 PM

AUDIO/VISUAL & COMPUTER EQUIPMENT

Session room PC's will be provided with the following configuration:

- Processor: a minimum Core i7 2.93 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth
- Microsoft Windows 10 Professional
- Microsoft Office 2016 Professional
- Windows Media Player (Latest Version)
- QuickTime (Latest Version)
- Flash Player (Latest Version)
- Acrobat Reader DC (Latest Version)

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

- PowerPoint 2016 or earlier version
- Operating System: Media should be PC Formatted
- Video Playback: Windows Media Player; QuickTime
- PDF Reader: Adobe Acrobat
- Unix Users: Bring HTML Files or Adobe Acrobat

For best results, PowerPoint 2016 users should save their presentations in those versions' native .pptx format, and not in the PowerPoint '97-2003 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)

Audio-Visual Equipment in each session room will include:

- Minimum 4000 lumen LCD projector (1920 x 1080 screen resolution)
- Audio Direct Box for computer audio connection to the meeting room PA system
- Video Switcher
- Table Microphones
- Podium Microphone
- Projection Screen
- Microphone Mixer

If you are a Mac user and need to use your own Mac computer to present, an accommodation can be made to hook up your Mac to the Projection System. Please bring your computer to the Speaker Ready Room at least 2 hours before your talk so that we can confirm which output connector will be required to display your computer to the in-room system. Please arrive to the session room early with your Computer and Power Supply so that we can connect the computer and test it before the session starts.

FOR MORE INFORMATION

Please review the ProjectionNET Style Guide at: <http://www.projectionnet.com/Styleguide/PresentationStyleguide.aspx> for more information about preparing your presentation, helpful hints for designing and presenting your talk, and tips to avoid incompatibilities and minimize potential challenges onsite.

If you have other technical questions, please contact us at aai@projection.com and we will be happy to assist you.