

ISTSS Annual Meeting Audiovisual Instructions

Audiovisual Preparation:

- ✓ Speakers should arrive **15 minutes before the session begins** to ensure that the audiovisual equipment needed is in the room and that you know how to operate it.
- ✓ All presentations **must be loaded onto the laptop provided**. More specific instructions about how to upload and download presentations is provided below.
- ✓ Presentations must be compatible with the software that will be loaded on to the laptops, which includes: Windows 7, Office 2010 (PowerPoint) and Windows Media Player.
- ✓ Presentations must be saved to a USB memory stick.

Loading presentations to the laptop provided:

Important! Arrive at your session 15 minutes prior to the start time in order to allow time to upload your presentation to the laptop provided. Unlike previous years, laptops are being provided.

- 1) Insert memory stick into laptop
- 2) Open the folder containing your presentation
- 3) Right click on your presentation file or folder
- 4) Select copy
- 5) Locate and open the "Presentations" folder on the laptop's desktop
- 6) Right click in any open area within the "Presentations" folder
- 7) Select paste
- 8) Remove your memory stick
- 9) Open the file you copied to make sure it was copied successfully
- 10) Be sure the file name includes your name and time of day of your presentation.
(e.g. SmithSat4pm)

You can also simply click and drag your presentation into the "Presentations" folder on the desktop but verify that it was copied and named correctly.

When you are ready to give your presentation:

- 1) Open the desktop folder named "presentations"
- 2) Double click on your presentation
- 3) Hit the "F5" key on the keyboard and your PowerPoint presentation should launch. You can also launch your presentation by clicking on the screen icon at the bottom left side of the PowerPoint window.

Inform a technician if your presentation contains audio or imbedded video clips.