

## **SPEAKER GUIDELINES FOR AUDIO/VISUAL PRESENTATIONS**

ISPN Psychopharmacology Institute and Annual Conference

April 13-17, 2010

The ISPN will be providing a PC compatible laptop computer in each room for those presenters using PowerPoint presentations. Please review the information below carefully and plan to arrive at your meeting room well in advance of the session start time (not your individual talk time) to load your presentation.

- Bring two copies of your presentation with you, in case of storage or media failure

- Bring your presentation on a USB Thumb Drive (jump drive or flash drive)

**Note:** If your presentation contains audio, be sure to inform the event management well in advance so that proper audio equipment can be made available.

### **Speaker Ready Room**

A laptop computer and screen will be available in the Speaker Ready Room. We suggest that you stop by and load your presentation and preview it well in advance of your presentation. Problems can then be detected before your session.

The Speaker Ready Room will be open at the following times in the Mills 2 Room:

<b>Date</b>	<b>Time</b>
Wednesday, April 14, 2010	11:00 a.m.-6:00 p.m.
Thursday, April 15, 2010	7:00 a.m.-5:00 p.m.
Friday, April 16, 2010	7:00 a.m.-5:00 p.m.
Saturday, April 17, 2010	7:00 a.m.-11:00 a.m.

### **3. YOUR SCHEDULED PRESENTATION TIME**

Arrive at least 15-20 minutes prior to your session (not your presentation time) in order to become familiar with the meeting room. A technician from CMI Communications will be monitoring the meeting rooms. Please be sure to ask for any help in loading your presentation onto the laptop computer.

The following audio/visual equipment will be available in your meeting room:

- LCD projector
- Laptop computer (PC)
- Screen sized to the meeting room
- Laser pointer
- Podium microphone
- Lavaliere microphone
- Aisle microphone (for questions, in larger rooms)

**Note:** If your presentation contains video, be sure to inform the event management well in advance so we are ready with the appropriate equipment.

#### **4. PREPARING YOUR PRESENTATION**

Please review the following guidelines for preparing your presentation.

##### **Design Tips:**

- A. Make sure that you can read your slides from at least ten feet from your computer screen. If you can't read it from there, people in the back of the room won't be able to read it either. A constant complaint from attendees is too much information on a slide.
- B. Use contrasting colors for the text and the background so the text will be easy to read.
- C. Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
- D. Avoid using non-standard fonts. Standard fonts include Geneva, New Roman, Helvetica.
- E. Use short phrases and sentences to convey your message.
- F. Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
- G. Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
- H. Keep text simple and easy to read by not using many different text effects such as bold, italics, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.
- I. If there is a video attached to your presentation, make sure that it is embedded in PowerPoint and not on your desk top. You should also arrive at your session room well in advance to confirm your video is playing properly.

##### **Macintosh Tips:**

- A. If you are preparing your presentation on a Macintosh computer please take care to ensure the following:
  - a) Add the file extension .ppt to your presentation.
- B. If you are using Apple's application "Keynote" or the older "AppleWorks" be sure to save your presentation either as a PowerPoint compatible file, or as a PDF document. Keep in mind that if you save your presentation as a PDF file you will not be able to edit it on site.
- C. If you plan to use your own Mac Book on-site for your presentation, please make sure you have your monitor adapter with you; Mini-DVI to VGA or DVI to VGA depending on which model MAC Book you use.

**Available Software:**

The following software will be available on all presentation computers:

- Adobe Acrobat Reader (this will not allow you to change/edit your pdf file).
- Microsoft Windows XP
- Microsoft Office 2007\*\* including:
  - PowerPoint 2007
  - Word 2007
  - Excel 2007

\*\*This version of MS Office will operate files from earlier editions.

**5. QUESTIONS**

If you have any questions about the audio/visual aspect of your presentation, please contact Jane Shepard at [meetings@acvp.org](mailto:meetings@acvp.org) or +1-608-443-2463, ext. 137.