

TSS 2017 - Audio Visual Guidelines

Please note that there is no Speaker Ready Room. All presentation files will be uploaded directly onto the meeting room computer (PC) and will be erased at the end of the day. Only authorized presentations will be recorded and posted online.

- a. If you are speaking during the morning sessions, please bring your presentation to the AV technician in the meeting room at least 30 minutes **before the session starts** or during the AM coffee break.
- b. If you are speaking during the afternoon sessions, please bring your presentation to the AV technician at the beginning of the lunch break.

As the schedule is very compact, we want to make sure presentations for each session are pre-loaded and tested.

- All presentations should be prepared for PowerPoint 2013 on Windows-based PCs in 16:9 format.
- Use of individual laptop computers in the session rooms is not permitted. Speakers will not be authorized to use their own computer. The meeting room will be equipped with a PC computer compatible with Mac and Windows PowerPoint Files
- Please note that the "Presenter View" is not available. If you need your notes, please bring them on paper.
- Only video codec's and fonts as detailed below will be supported.
- PowerPoint for MAC files should be tested on a PC before attending the event.

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB flash drive or CD-ROM. PowerPoint 2013 will embed movies by default, however you should still bring the videos just in case. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint. It is a good practice to keep a second copy of your presentation and your movies in your luggage.