

DISPLAY WEEK SID 2020 SYMPOSIUM

Audio Visual Submission Procedures and Guidelines for Oral Presentations

PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET

Symposium authors are requested to read this material in order to properly upload their presentation slides in advance of the symposium. The system used is a web-enabled presentation delivery and management system that will allow symposium presenters the opportunity to upload their PowerPoint presentations directly to a SID 2020 presentation server prior to arriving on-site for the 2020 symposium.

This pre-submission upload site will be live on **April 1, 2020** and can be accessed from your web browser.

Detailed instructions for uploading your presentation will be e-mailed to you two weeks before the site goes "live". The deadline for pre-submitting your presentation electronically will be **June 1, 2020**, the Monday prior to the start of the meeting. The pre-submission upload process of your presentation is broken into three parts: the Login, the Upload, and the Confirmation.

1. Login

The e-mail notification referenced above will provide a URL, "unique identifier," and password. This "unique identifier" and password will be queried against SID's database of presenters and if validated by the server, you will be sent to the Upload page.

2. Upload

On this page, you will be presented with a "data grid" which displays information about when and where you are presenting. Once you've logged in, you will sign the privacy notice. The next page will be where you upload a headshot photo and your presentation. Select the Choose File button. Once you have selected your file click the Submit File button and the upload will start. During the upload process, you will see a progress bar that "accurately" indicates the amount of time left before the upload is complete.

3. Confirmation

After the files are successfully written to the server, you will be sent to the confirmation page, where you are shown a listing of the files that were successfully uploaded to the server. During this process, an email is created and sent to you and the SID technical crew, reiterating this same information. Also, our internal presentation database is updated, to indicate the date and time that you uploaded your

presentation. You can then log out. Please keep in mind that this electronic pre-submission presentation delivery system will benefit those presenters with high-speed internet access or those electronic presentations below 50 MB in size with a dial-up service account. Presenters with large, embedded video files within their PowerPoint presentations should make it a point to deliver their presentation media to the speaker ready room for review and loading of their presentation onto the show server in person, at your allotted time frame. Otherwise, the upload process of your presentation on-line could take a very long time, even with high-speed connectivity to our site.

SPEAKER READY ROOM CHECK-IN PROCEDURES

- If you pre-submitted your presentation, please come to the Speaker Ready Room a minimum of 24 hours in advance of your talk. Otherwise, take your presentation to Speaker Ready Room, a minimum of 24 hours in advance of your talk.
- Upon arrival at the Speaker Ready Room, a technician will check you in, upload your presentation if necessary and then assign you to one of six preview stations where you will be able to review and finalize your presentation.
- Once you have finalized your presentation, there will be limited opportunity to make further changes. Please make every effort to finalize your presentation for AM sessions by closing time the day prior and for afternoon sessions by 11:30 am that day.
- Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops, etc.
- Internet connectivity is not available in oral session rooms.

If you are attending the SID convention only for the day of your session, we strongly recommend still visiting the Speaker Ready Room as early as possible to test and load your presentation file into the presentation server. An audio/visual technician will be on duty in each individual workshop room to ensure a smooth transition between speakers in meeting rooms, to answer any equipment questions and to adjust lighting and sound levels to your requirements.

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

SPEAKER READY ROOM HOURS

The SID Speaker Ready Room is located in Room 307 of the San Francisco Moscone Center. The hours of operation are:

Saturday, June 6 - 7:00 am – 6:00 pm

Sunday, June 7 - 7:00 am – 6:00 pm

Monday, June 8 - 7:00 am – 6:00 pm

Tuesday, June 9 - 7:00 am – 6:00 pm

Wednesday, June 10 - 7:00 am – 6:00 pm

Thursday, June 11 - 7:00 am – 6:00 pm

Friday, June 12 - 7:00 am – 6:00 pm

AUDIO/VISUAL & COMPUTER EQUIPMENT

A Windows PC computer will be setup on the podium in each workshop session room with the following configuration:

- ♣ Processor: a minimum Intel Core i5 520M 2.4-GHz Dual Core
- ♣ 8-GB RAM
- ♣ 1440 x 900 at 24-bit color depth
- ♣ Microsoft Windows 10 Professional
- ♣ Microsoft Office 2019
- ♣ Windows Media Player (Version 10)
- ♣ QuickTime (Latest Version)
- ♣ Flash Player (Latest Version)
- ♣ Adobe Acrobat Reader (Latest Version)

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

- ♣ PowerPoint 2019 or earlier version
- ♣ Operating System: Media should be PC Formatted
- ♣ Video Playback: Windows Media Player 10; Quick-Time 7*
- ♣ PDF Reader: Adobe Acrobat 7

♣ Unix Users: Bring HTML Files or Adobe Acrobat 7

*Note: ALL Quick-Time users should make sure to submit their presentation to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that will be required.

Please submit your presentation utilizing one of the following media types:

♣ USB Mini Drives – Any brand as long as they do not require drivers.

♣ CD-ROM a.k.a CD-R

♣ CD-RW (not recommended)

♣ Memory Cards (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Audio-Visual Equipment that will be setup in each workshop session room:

♣ Minimum 3300-lumen LCD projector (1024 x 768 screen resolution)

♣ 17" LCD Flat Panel preview monitor (connected to computer)

♣ Audio Direct Box for computer audio connection to the meeting room PA system

♣ Table Microphones

♣ Podium Microphone

♣ Projection Screen

♣ Microphone Mixer

GUIDELINES FOR COMPATIBILITY

Aspect Ratio: 16:9

Fonts: The presentation systems will be loaded with Standard Windows Fonts. If your presentation contains any special fonts, you must provide a copy of the font, to be loaded on the presentation system. To be safe, use Arial or Times New Roman to create your presentation. Please pay special attention to fonts, if you use scientific notation within your presentation, as this is often written using a non-standard font.

Formatting: Presentations are most readable when using a dark background (Blue, for example) and bright lettering (Yellow or White). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the

back of the room, and break up a complex slide into a series of slides, to make it more intelligible.

Slide Master: Make use of the Slide Master capability of PowerPoint, to standardize the look of your presentation. That way, if you need to change the bullets or fonts, they can be changed globally. (You won't have to edit each slide individually)

Embedded Images: The maximum display resolution of our presentation machines is 1024 x 768. When inserting images into a PowerPoint presentation, you should reduce their Image Size (in an external program, like Photoshop) to approximate their on-screen size in the Presentation. If you insert large scanned images, or large images from a digital camera (above 1024x768), PowerPoint will have to re-size the image to fit the screen "on-the-fly" during your presentation. This will cause your presentation to be much larger (in MB) than it needs to be and can often cause unwanted pauses and slow performance during slide advance.

Linked Media Files: If you will be using Linked Media Files, please create a folder on your machine and store your presentation and all the media files within that folder. That way when you transfer the files to us, you will be sure to transfer all the appropriate files, and their relative location will remain the same.

Media files fall into three categories:

- 1) Files that can be played within PowerPoint natively
- 2) Files that can be played within PowerPoint, with the addition of an appropriate "Codec"
- 3) Files that cannot be played within your PowerPoint presentation and require an external viewer.

Windows Media: Generally, any media file that can be played within Windows Media Player, can be linked to your PowerPoint Presentation (and be played from within it). Please pay close attention to the Codec that was used to encode the file. If you're not sure what it is, please contact the person who created the file. Some examples of Codec's that are supported directly for playback within your presentation are: MPEG1, Indeo 5 and Cinepak. If you are using a "non-standard" codec, you will have to provide a copy of it to us at least 24 hours in advance, so we may install it on the presentation machine.

Real Player and QuickTime movies, cannot be played within your PowerPoint presentation. However you can create an "Action Button" which will allow you to click on an icon in your

PowerPoint slide and it will spawn the appropriate viewer application and load the movie for you. Because of this limitation, you may want to consider compressing your movie file into an appropriate Windows Media format.

Macintosh Users: There are a number of challenges involved in transferring PowerPoint presentations between the Mac and Windows. Fonts are often a problem, and you may want to consider using Times New Roman. If you have any embedded images, please convert them to JPEG before inserting them into your Presentation. (Otherwise they may not transfer properly) If you are using QuickTime movies in your presentation, you will incur the same limitations outlined above.

Unix Users must have HTML files or PDF files in Adobe Acrobat 5.05.

Acrobat Reader: You are welcome to bring your files in Acrobat's PDF format; however, editing these files at the meeting will not be possible.

HTML presentations: Make sure that your files are portable. Data will be copied from your media to the network's hard drive. If files are not portable, you could lose links between pages.

Web Server: Web Server is not on the network so please plan accordingly.

Other Plug-Ins or Active X controls: These cannot be installed into the network. If your presentation takes advantage of a function not built into Internet Explorer 5.5 or the Plug-Ins mentioned above, you may have difficulties on site.

Please contact SID@projection.com with questions.

RESTRICTIONS ON SELF-PROMOTION

The SID discourages the presentation of more than 3 slides dedicated to your company and its products. We realize that promoting your company is important and may be part of the reason you present at this and other conferences, but promotional slides should not encompass the majority of your presentation. We have gotten a number of complaints on this issue recently. Our attendees are interested in your viewpoints on the particular subject such as market outlooks, technology, technology analysis, product trends, etc., but attendees do not want to be 'sold' a product or even a company. Please help make this a successful event by bringing valuable content to the industry.

PREPARATION OF YOUR PRESENTATION

- ☒ Your first slide should be an introductory slide that consists of the title of the presentation, the author's name and affiliation, a photo of the author, and a brief bulleted bio of the author.
- ☒ Graphics must be well designed, simple, and readable by everyone in the audience. It is worthwhile to use professional preparation services, if possible.
- ☒ Use as few graphics as needed that can be discussed in the time allotted. As a general rule, use one graphic for each one or two minutes of presentation time.
- ☒ Presentations are most readable when using a dark background (blue, for example) and bright lettering (yellow or white). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the back of the room, and break up a complex slide into a series of slides.
- ☒ Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.
- ☒ Do not show long or complicated formulas or equations. Each graphic should remain on the screen at least 20 seconds.
- ☒ Use the absolute minimum number of words in the title, subtitle, and captions. Remember that standard abbreviations are acceptable.
- ☒ Use bold characters not fancy serifs.
- ☒ Table preparation: Do not use more than three or four vertical columns and six to eight horizontal rows. If there are any more columns or rows, the information will not be readable. Do not use ruled vertical or horizontal lines; they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.
- ☒ Graph preparation: Generally, do not use more than one or two curves on one diagram; a maximum of three to four curves may be shown, but only if well separated. Label each curve; do not use symbols and a legend. Do not show data points unless scatter is important.
- ☒ Colored graphs are very effective. Color adds attractiveness, interest and clarity to slide and viewgraph illustrations and should be used whenever possible. If you use color, remember that contrasting colors are easier to see.
- ☒ Critically examine every graphic and view them under adverse light conditions before

presenting at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.

☑ An introductory and concluding graphic can greatly improve the focus of your talk.

ADDITIONAL EQUIPMENT NOT SUPPLIED BY SID

SID goes to great lengths to provide the most up-to-date equipment, but cannot meet needs beyond the above equipment list. Any further equipment may be rented, for a fee, by the individual chair/speaker. Presenter equipment order forms will be available upon request by contacting Ryan Murphy at RMurphy@GES.com. Please submit these forms to GES no later than May 29, 2020, to secure additional equipment. Equipment questions can be directed to RMurphy@GES.com.