

SID 2016 SYMPOSIUM

Audio Visual Submission Procedures and Guidelines for Oral Presentations

PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET

SID authors are requested to read this material in order to properly upload their presentation visuals in advance of the meeting. The system used is a web-enabled presentation delivery and management system that will allow SID presenters the opportunity to upload their PowerPoint presentations directly to the SID 2016 presentation server prior to arriving on-site for the 2016 symposium.

This pre-submission upload site will be live on May 1, 2016 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 May 23, 2016, 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. You will be asked to create a folder on your hard drive, name the folder according to our instructions and put your presentation and any accompanying files within it. You will then use a special "applet" on the web page to find the folder you just created on your hard drive and upload it. 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 will then be asked to log out to finish the process. 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 movie 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 (Room XXX), 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 XXX of the Moscone Convention Center. The hours of operation are:

Sunday, May 22	7:00 am – 6:00 pm
Monday, May 23	7:00 am – 6:00 pm
Tuesday, May 24	7:00 am – 6:00 pm
Wednesday, May 25	7:00 am – 6:00 pm
Thursday, May 26	7:00 am – 6:00 pm
Friday, May 27	7:00 am – 12:00 pm

AUDIO/VISUAL & COMPUTER EQUIPMENT

A Windows PC computer will be setup next to 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 XP Professional
- ♣ Microsoft Office 2010
- ♣ 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 2010 or earlier version
- ♣ Operating System: Media should be PC Formatted
- ♣ Web Browser: Internet Explorer 6 SP-2
- ♣ Plug-Ins: Quick-Time 7*, Adobe Acrobat 7
- ♣ 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)
- ♣ Floppy (if multiple floppies for PowerPoint, please use Pack and Go)
- ♣ 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-in. 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