**2015 NASPGHAN SPEAKER INSTRUCTIONS**

**Speaker Ready Room**

Location: Washington Hilton, 1919 Connecticut Avenue NW Washington DC 20009

Room: Boundary Room, Terrace Level

# Speaker Check-in

Checking in at the Speaker Ready Room is the most important step you will take to ensure a successful presentation.

All presenters are required to check in to the Speaker Ready Room, preferably the day before. If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device to the session room.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.

# Speaker Ready Room

There will be qualified technicians ready to help you transfer your presentation. USB flash drives and CDs will be returned to the speaker. Cameras and video equipment are not permitted in the Speaker Ready Room. All presentations will be deleted at the end of the day. All copies will be deleted at the end of the meeting.

# Your first slide must include:

* Title of presentation
* Disclosure information
* All NASPGHAN presenters must prepare a disclosure slide as the first slide in their presentation. Even if you have nothing to disclose, this slide must be included indicating "nothing to disclose." There is a template for preparing a disclosure slide with the appropriate language.

By checking in at the Speaker Ready Room and following these simple guidelines, speakers greatly contribute to the success of the meeting.

# Audio Visual Information

The computers in the session rooms will be Windows based PC with Microsoft PowerPoint 2010. Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation. Please note that Internet access will not be available during your presentation.

Macintosch Users: Please make sure that all inserted pictures are either JPEG or PNG file-types. Quicktime (.mov) files are also an accepted video format. Individuals using Apple Keynote will need to bring their files directly to the speaker ready room to have them correctly transferred to our system

 Acceptable formats\*\* for presentations:

•PowerPoint (.ppt and .pptx)

•Adobe Acrobat (.pdf)

Video Formats: The recommended video format for Windows-based presentations is Windows Media (.wmv).

# Laptop Support

Laptops: Personal laptops cannot be used in the session rooms. You must load your files via the Speaker Ready Room. However, support is available in the Speaker Ready Room for file transfers from your laptop. You should still bring a backup of the presentation on alternate media (see list of acceptable formats above). Please make sure you have all power, video, and networking adapters with you.

# Media Support

When bringing your presentation on a disk, it may be on a data DVD, CD, or USB Flash drive. It is recommended that at least one backup copy of your presentation be brought to the Speaker Ready Room when you check in.

# During Your Presentation

Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

# Security

* Presenters are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.
* Cameras and video equipment are not permitted in the Speaker Ready Room.
* All files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.