

# PowerPoint™ Presentation Guidelines

## Speaker Ready Room: Check in required for all presenters

Davis Audio Visual, LLC requests that all presenters use **PowerPoint™ Presentations**. All meeting rooms will have presentation computers and will be networked to a central computer located in the Speaker Ready Room. Presentations will be downloaded from the speaker ready room and sent to the respective meeting room on a secured intranet circuit approximately 4 hours prior to the start of each session. Presenters are encouraged and expected to bring their own CD-ROM or memory stick to the Speaker Ready Room, where they will have the opportunity to review their presentations or make any last minute changes.

**Please check in at the Speaker Ready Room 4 hours BEFORE your presentation.**

## Guidelines for preparing PowerPoint™ Presentations

### **IMPORTANT:**

**Please make sure that you include your contact information on the final slide.**

**(This slide can be either hidden or deleted on show site after you have checked in at Speaker Ready Room.)**

Please take a moment to read the following information completely even if you are an experienced presenter. If you have technical questions after you have finished please contact Newell Besendorfer with Davis Audio Visual at (303) 455-3343.

**Pre show:** You should make it a priority to go by the Speaker Ready Room one day prior to your presentation. This will allow you time to review, rehearse and finalize your presentation. When building your presentation, make sure you include any external files utilized in the same folder as your presentation, e.g. movie files. When creating your media for transportation, copy the entire folder to the disk. To ensure the success of your presentation remember to make a backup copy of your files and transport that media in a separate piece of luggage. If you have inserted movies in your PowerPoint presentation, it is required that you check your presentation in the Speaker Ready Room.

**Naming your PowerPoint file.** Files need to be named as follows:

### **By the day of the week:**

M= *Monday* T= *Tuesday* W=  
*Wednesday* R= *Thursday* F= *Friday* S=  
*Saturday* U= *Sunday*

Time (0900a for 9:00am and 0430p for 4:30pm),

First initial of first name and then last name. (Leave a space after the time and a period after your first initial.)

So you are presenting Thursday at 9:00am and your name is Fred Flintstone. Name your PowerPoint presentation as follows: R0900a F.Flintstone.ppt

Or if you are presenting Sunday at 4:30pm and your name is Barney Rubble. Name your PowerPoint presentation as follows: U0430p B.Rubble.ppt

If possible rename other files that go with your PowerPoint (like videos) the same way but with the correct file extension. Then re-link the object back into the presentation.

### **By Session Number:**

Session Number (in 3 digits), First initial of first name and then last name. (Leave a space after the Session number and a period after your first initial.)

So you are presenting and your session number is 555 and your name is Fred Flintstone. Name your PowerPoint presentation as follows: 555 F.Flintstone.ppt

Or if you are presenting and your session number is 78 and your name is Barney Rubble. Name your PowerPoint presentation as follows: 078 B.Rubble.ppt

If possible rename other files that go with your PowerPoint (like videos) the same way but with the correct file extension. Then re-link the object back into the presentation.

Please name your file by time if you are not sure

## **Pack and Go / Package for CD / Packages (Windows and Macintosh Office for OS X only)**

We would recommend using the "pack and go" feature of PowerPoint™ if there are video or sound files associated with the presentation. It will create a single compressed file, which will contain all the video and sound files, and can then be unpacked in the speaker ready room. This can be done in PowerPoint by selecting **File / Pack and Go (Office 2000 and XP)**. Select **File / Package for CD** if using **PowerPoint 2003 and Macintosh Office**. You may have to load this feature if the PowerPoint install was not a complete install. Please call us if you need assistance with this process.

**Movies:** We can only accept movies that have been created with standard compression codecs (a video format) that are in use by Windows. Save your files as AVIs or MPEGs only, using the following codecs:

- Cinepak
- Intel Indeo Video R3.2 Indeo
- 5.10 Intel RAW
- MPEG-1 MPEG-2

**It is imperative that you check your movies in the Speaker Ready Room if your presentation contains video files. If your PowerPoint presentation includes an embedded video (or videos) you *MUST* bring the presentation and video as *SEPARATE* files. We must have both files loaded on the drive for your presentation to display and run properly.**

**Pictures:** Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 72 dpi are not necessary and will only increase the size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

**Fonts:** We can only supply fonts that are included in the base installation of Windows. Any font other than these will need to be embedded into your PowerPoint presentation. For information on embedding fonts see below. We suggest using the fonts such as Times New Roman, Arial and Tahoma. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.

You can embed the fonts into your presentation by following these steps.

### **Office XP**

1. Click **File**, and then **Save As**.
2. On the Tools drop down menu select **Save Options**
3. At the bottom of the menu you will see an Embed TrueType Fonts check box. **Check** the box.

### **Office 2000**

1. Click **File**, and then **Save As**.
2. On the Tools drop down menu select Embed TrueType Fonts.

### **Office 2007**

1. Click the Office button, and then PowerPoint Options.
2. Select the Save Tab and Check the box to Embed Fonts in the file.

## **Apple Computers:**

If you are creating your presentation on an Apple computer please be aware of the following issues. If you are using PowerPoint 2001, it is recommended that you install the Microsoft Office 2001 Service Release 1 before creating your presentation. You can find this at <http://www.microsoft.com/mac/download/office2001/sr1.asp>.

**Movies:** QuickTime is not native to Windows computers. PowerPoint only supports QuickTime movies up to version 2.5. To ensure the best chance of success, create your movies as MPEG-1 or MPEG-2 files. In addition use Cinepak for compression instead of Sorenson. Movies saved as

AVIs have the best chance of success on a Windows machine. You can also convert your movies to the MPEG format using QuickTime Pro. Please test your movies and presentation on a Windows machine before finalizing your show.

**Pictures:** Use common image formats that are cross-platform such as **JPG, PNG, GIF, TIF, and BMP.**

**Fonts:** Use common cross-platform fonts such as **Times New Roman, Arial and Courier.** It may be necessary to load your presentation onto a Windows machine. Many pre-installed and custom fonts will not translate properly on a Windows machine.

**Animations:** Use simple entry animation effects, such as fly in/out, appear, and dissolve.

**Transitions:** Do not use QuickTime slide transitions, as they will not work on a Windows machine.

## **Before You Leave:**

Save your files to a memory stick or CD-ROM. If you create a CD make sure you close or finalize your session. If this step is not accomplished you cannot access the CD from any computer. Label your media with your name, date and time of your session.

These guidelines have been established by Davis Audio Visual to help ensure the success of your presentation.

**For technical questions please contact:** [newell@davisav.com](mailto:newell@davisav.com)

For general questions, please contact:

**Newell Besendorfer**

IT Manager/Davis Audio Visual, Inc. Phone: (303) 455-

3343 ext. 118 Fax: (303) 480-9818 E-mail:

[newell@davisav.com](mailto:newell@davisav.com)