



ACC.19

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NEW
ORLEANS
MARCH 16 - 18
2019

SPEAKER SERVICE CENTER AND AUDIO-VISUAL INFORMATION

EVERYTHING YOU NEED TO KNOW ABOUT THE SPEAKER SERVICE CENTER

AND

THE MANDATORY SPEAKER SERVICE CENTER CHECK-IN AND REVIEW PROCESS

Speaker Service Center and Speaker Registration

Lounge & Learn Pavilion, Hall B

Phone: 504-670-6708

Friday, March 15	Noon – 5:00 p.m.
Saturday, March 16	6:30 a.m. – 6:00 p.m.
Sunday, March 17	6:30 a.m. – 6:00 p.m.
Monday, March 18	7:00 a.m. – 4:00 p.m.

All invited faculty, including speakers, co-chairs and panelists must check in at the Speaker Service Center, even if they have uploaded their files in advance. Faculty may also register and/or pick up their badges and registration materials at the front desk of the Speaker Service Center.

Please do not show up in a classroom with your PPT on a flash drive. You will not be able to present and you will be asked to check in at the Speaker Service Center. This will cause a disruption in your session as the chairs will need to shift presentations until you return to the classroom.

There will be one Speaker Service Center to assist all presenters. We recommend presenters visit the Speaker Service Center 24 hours before their presentation begins. However, presenters must go to the Speaker Service Center at least 3 hours in advance to review and approve their presentations or run the risk of their visuals not being available or working properly when they get to their session room. Faculty and oral presenters who do not check in at the front desk of the Speaker Service Center to check their disclosure slides may not be allowed to present. You must check in at the front desk with a representative of the Speaker Service Center before sitting down at a station.

All Speaker Service Center computers will be configured with hardware and software exactly like that available on the computers in the presentation rooms. This will allow you to preview your presentation (the same way it will project when you present), identify problems, and make corrections as necessary prior to your scheduled presentation date and time. During the pre-presentation visit to the Speaker Service Center, technicians can also help resolve any compatibility or formatting issues.

Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session. Be sure to click "Logout" link at the top of the screen.

All screens will be 16:9 widescreen format. Conversion instructions are listed below.

For PowerPoint 2013 and 2016:

- On the "Design" tab select "Slide Size"



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- In the drop-down box, select "Widescreen (16:9)"

For PowerPoint 2007 and 2010:

- On the "Design" tab select "Page Setup"
- In the drop-down box, select "On-Screen Show (16:9)" and click "OK"

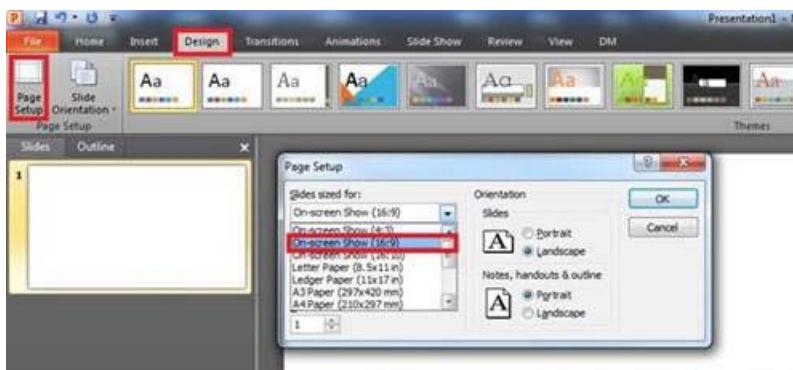


For the Newest Apple Keynote:

- From the Keynote Window, select "Document" on the top right-hand corner
- Under "Slide Size", select "1280 x 720"

For the Older Apple Keynote

- From the Menu Bar, select "Show Inspector"
- On the Inspector, select "Document Inspector" located in the top left-hand corner
- Under "Slide Size", select "1280 x 720"



HOW TO SUBMIT YOUR PRESENTATION(S)

The Presentation Management System is open to presenters for advance submission of slide presentations (not for moderated or flatboard posters.)

- Visit the following link: <https://acc19.sessionupload.com>
- You will be prompted for your email address
- Use **ACC2019** as the password
- You will be required to set a new password, which must be at least 6 characters in length

This audiovisual presentation website will remain open throughout the meeting which means that you will be able to submit your presentation through the website, accessible from any internet connection with sufficient bandwidth.



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Important Information

Please be sure to read the guidelines on the Presentation Management Website before uploading your presentation.

If you need assistance or have questions about uploading your presentation please click the "Help" link at the top of the page or request help at <https://acc19.sessionupload.com>.

Confirmation that your presentation was received

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact support@sessionupload.com to ensure your file was received. When contacting support for technical issues please reference ACC.19 as the conference name and include the presenter's full name.

Edits

For security and proprietary reasons, you cannot edit a file online. You may return to the website any time to delete a file that you have already submitted and re-submit a new file in the event that you have made changes to a presentation.

Presenter Mode in the Meeting Room

Presenter Mode is a feature that allows presenters to view their presentation with their speaker notes privately at the lectern while the audience views the notes-free presentation on a display screen.

Presenter mode is the default mode in all classrooms. Learn more about presenter mode with [Microsoft Office PowerPoint Training](#).

The following ACC activities are NOT networked: all committee meetings, special functions and sessions/activities held outside of the Ernest N. Morial Convention Center (New Orleans, LA). Participants in these activities should contact the ACC staff liaison if audiovisual is required.

WHAT AUDIOVISUAL EQUIPMENT IS AVAILABLE IN PRESENTATION ROOMS

Education session rooms will be furnished with the following audiovisual resources (see qualifying notes below if you are a Mac user):

- Laptop computer
- Screen
- Data projector
- Speaker timer
- Mouse
- Microsoft Office 2016 (with PowerPoint, Word, Excel)



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Any equipment/software not listed above must be requested in advance. Requests for nonstandard equipment will be reviewed on a case-by-case basis, and the designated presenter may be contacted about the request. Dual slide projection is not available.

ONLINE SUBMISSION FORMATS

Special Presentation Media

If you plan to use any special or unusual media as part of your presentation, please be sure to let a Speaker Service Center technician know about the media so that it may be tested for compatibility prior to the presentation.

Movies

Include all embedded video files for presentations that will contain video clips. Currently we support video clips in the following formats: AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith, and Flash.

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Service Center so arrangements can be made for assistance in your meeting room.

Special Fonts

We only supply fonts that are included with Office 2016. If you need a specialized font, it should be embedded into your PowerPoint presentation.

File Types

We currently support all versions of PowerPoint through Office 2016. If your PowerPoint is from a version of PowerPoint prior to Office 2010, please use the convert feature located under "File, Help" when you have your PowerPoint open.

Backup

Please bring a copy of your presentation and all video files with you before leaving for ACC.19.

FOR MAC USERS

Mac: Keynote

Currently we can only accept iWork's 09 Keynote files. If you would like to use a different version of Keynote, either convert your presentation to iWork's 09 Keynote or convert your Keynote to PowerPoint and bring to Speaker Service Center for confirmation.



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Mac: Pictures

If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for the Mac, any inserted image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Service Center.

Mac: Movies

PowerPoint 2010 is the only version of PowerPoint that supports playback of MOV's. The best compatibility for MOV playback is to use H.264 as your codec. If you are using an earlier version of PowerPoint (older than 2010) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Service Center who can make arrangements to convert videos.

ANY QUESTIONS ABOUT AV?

Should you have any audiovisual questions not addressed in this document, please feel free to email support@sessionupload.com.

GIVING YOUR PRESENTATION

Please arrive at your designated meeting room 15 minutes before the start of your session.

Simply click your name on the display, then click "Start" and your disclosure will launch followed by an automatic launch of your PowerPoint. If you approach the lectern and the presentation file from the previous presenter is still displayed, simply press the <Esc> key located in the upper left corner of the keyboard.

Please note: The system will display your disclosure for approximately 6 seconds – shorter disclosures will display for slightly less time, longer disclosures will display for slightly more time. Once the disclosure is launched, you cannot exit from the system.

At the end of your presentation, the display will return to the list of presenters. Please note that there will be a keyboard at the podium and a mouse to advance your slides.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just ask the AV techs in the room or click the **"ASSISTANCE NEEDED"** button and an AV supervisor will immediately be sent to your room.

As a courtesy to your colleagues in your session please do not run over your allotted time. If you do, the chair/moderator of your session will ask you to conclude with a short summary statement.