

## Submitting Your Presentation

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble, please contact us [HERE](#).

## Uploading Files:

**Step 1:** After Registration please use the actual show URL to access the Orchestrate website. When creating your password, the minimum length is 6 characters.

**Step 2:** Locate the desired session you wish to upload to. **Important:** When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] ` as this will prevent your presentation from uploading through the submission website.

**Step 3:** Click the "Upload" green button.

**Step 4:** Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".

**Step 5:** If your upload is successful, you will receive a pop-up message indicating that the upload was successful and your files will appear listed under the appropriate session/presentation.

## Supported Formats

**PPT, PPTX;** The Orchestrate system at *your event* is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open.

**PDF;** Supported.

**KEY; Keynote files are not supported.** Please export your presentation as a PowerPoint or PDF file for upload, and be sure to review the result in the Speaker Ready Room. If our technicians are unable to resolve any issues, at *the association's* discretion, you may be allowed to present from your own Mac. If so, be sure to bring your *VGA / DVI* adapter with you to the event.

**Prezi** files are currently *unsupported* for upload. Please ask for assistance in the Speaker Ready Room.

## Video and Audio File Support

Please see [this article](#) for file formats supported within PowerPoint.

Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found [here](#).

If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may actually hurt performance.

If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

### **Considerations for custom fonts**

We only supply fonts that are included with Office 2019. For a list, see [this article](#). If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. [Click here](#) for an explanation of this process.

### **Any Links to Web Pages?**

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

### **Before You Depart, Backup**

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. While later versions of PowerPoint will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

### **Arriving At Your Meeting**

#### **Speaker Ready Room Schedule and Location:**

Speakers must check-in at the Speaker Ready Room at least **2 hours** prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is *imperative* that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

### **Giving Your Presentation**

Please arrive at your designated meeting room **15 minutes** before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click

your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

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 click the **“ASSISTANCE NEEDED”** button and a technician will be immediately sent to your room.

### Poster Guidelines

**The e-poster may not include dynamic content ex. (video, animations, transition).**

- Ideal poster size is: **Landscape format** (16:9 ratio). You may use PowerPoint or any program that can be converted to PDF.
  - Slide size: 10 in x 5.625 in (25.4 cm x 14.288 cm)
- The upload of your ePoster will be possible in this format: **PDF**.
- **The ePoster must be one slide.**

### Recommendations for designing your poster:

- It is strongly recommended to use a clear typeface (Arial, Arial black, Calibri...) and regular text size not less than 28 for the body of the different sections (depending on the amount of ePosters you will be adding and, of course, the design you are using).
- **The ePoster must be one slide.**
- For images/pictures or graphs, the suggested resolution is 300 dpi. To check that they appear correctly on the final/printed version, zoom in at 100% and check the images, pictures and graphs. It is better to use high quality images/graphs when creating the poster and then convert it to PDF (as PDF files can be compressed).
- Provide clear labels or headings for each section of your presentation to avoid confusion.
- On light backgrounds (white, yellow, light blue) use dark fonts (black, navy blue, dark green).
- On dark backgrounds (blue, purple) use light fonts (white, yellow, cyan etc).

### Try to avoid:

- Having a total file size that exceeds 10 MB (although our system will still accept it).
- The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
- Stretching the images manually, they will lose quality once zoomed in.
- Full width sections. They are very difficult to read when divided as a section, even zoomed in.

### Thank You!

By following the guidelines above, we are confident that Freeman Orchestrate will ease the process of delivering your presentation. Should you have any questions not addressed in this document, please feel free to email us at: [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com).