

## Speaker Ready Room and Presentation Management

### Speaker Ready Room

This year we have the ability to run presenter mode in the meeting rooms. That allows attendees to see your slides on the monitor, but only you can view the associated notes on the lectern. For more information on presenter mode in PowerPoint click the following site: <https://support.office.com/en-us/article/Use-Presenter-view-798dcb21-603c-43c3-a782-9a2d7720ab33>.

There will be a “mini-studio” in the Speaker Ready Room for presenters to familiarize themselves with PowerPoint Presenter Mode and how it will work in the meeting room prior to presenting.

### Presentation Management Details

Presentation Management is software that allows your presentation to be projected from a master server housed in the Speaker Ready Room. It allows your PowerPoint to:

1. Be seen in “presenter mode” prior to and in the meeting room.
2. Use the questions you provided with the Audience Response System (ARS).
3. Be streamed from one room to another during the conference.
4. Be edited up to 24 hours prior to your session.

All presenters will receive an email from [presentationmanagement@freemanco.com](mailto:presentationmanagement@freemanco.com) in February, which has their username and a custom link to create a password and gain access to Presentation Management. The email also provides detailed information about using Presentation Management.

If you do not receive this email, need another copy or have additional questions about Presentation Management, please email [presentationmanagement@freemanco.com](mailto:presentationmanagement@freemanco.com).

### Timeline for Presentation Management

February

- Presentation Management Site <http://AAPA2018.sessionupload.com> opens
- Site accepts PowerPoints and Handouts