



## INSTRUCTIONS FOR ELECTRONIC PRESENTATIONS

All electronic presentations must be submitted and tested in the speaker-ready room (Alden Bridge) at The Marriott Woodlands Waterway Hotel and Convention Center.

### Speaker-Ready Room Hours:

Sunday	4:00 p.m. – 8:00 p.m.
Monday – Thursday	7:00 a.m. to 5:30 p.m.
Friday	7:00 a.m. to noon

Two options for electronic presentations are being offered at the 49th LPSC. Please read the following detailed instructions for each option. The deadlines for submitting electronic presentations, regardless of the option chosen are:

### Presentation Time

Monday a.m. \*\*

Monday p.m.

Tuesday a.m.

Tuesday p.m.

Wednesday a.m.

Wednesday p.m.

Thursday a.m.

Thursday p.m.

Friday a.m.

### Presentation Submission and Laptop Validation DEADLINE

Sunday, 8:00 p.m. @ Alden Bridge Room

Monday, 12:00 noon @ Alden Bridge Room

Monday, 5:30 p.m. @ Alden Bridge Room

Tuesday, 12:00 noon @ Alden Bridge Room

Tuesday, 5:30 p.m. @ Alden Bridge Room

Wednesday, 12:00 noon @ Alden Bridge Room

Wednesday, 5:30 p.m. @ Alden Bridge Room

Thursday, 12:00 noon @ Alden Bridge Room

Thursday, 5:30 p.m. @ Alden Bridge Room

**\*\* NOTE: PRESENTERS FOR MONDAY MORNING SESSIONS MUST TURN IN THEIR PRESENTATIONS ON SUNDAY NIGHT, MARCH 18, BETWEEN THE HOURS OF 4:00 P.M. AND 8:00 P.M.**

Presenters will be required to verify their presentations on LPI-provided equipment at the time it is turned in. After readability is confirmed, presentations will be loaded in speaker order on session laptops. Revisions to presentations will not be accepted after the submission deadlines mention above.

**NOTE: Conference-room LCD projectors will be configured for 16:9 aspect ratio display. Presenters must have their slides formatted for 16:9 aspect ratio for best compatibility.**

### **OPTION 1 —**

**Participant brings USB flash drive of electronic presentation to display on PC or Mac laptop provided in the room.** Electronic presentations in PowerPoint, PDF, or Keynote format (*see Software Specifications below*) must be turned in on a USB flash drive to the speaker-ready room no later than the times listed above.

NOTE: Participants who are unable to meet the deadlines listed above must contact the USRA/LPI Computer Center for assistance (e-mail: [lpsc-it-help@lpi.usra.edu](mailto:lpsc-it-help@lpi.usra.edu)), no later than Thursday, March 15, for instructions.

### **HARDWARE AND SOFTWARE SPECIFICATIONS —**

Each oral session room will be equipped with the following hardware and software:

#### *PC Hardware:*

PC laptop with Intel Core i7 2.2 GHz or better  
Memory: 16 GB  
Video: 1920 × 1080 (16:9)

Apple MacBook Pro with Intel Core i7 2.0 GHz or better  
Memory: 16 GB  
Video: 1920 × 1080 (16:9)

#### *PC Software:*

Operating System: Windows 7 Professional 64-bit  
Microsoft Office 2016  
Windows Media Player 12  
Adobe Acrobat Reader

#### *Mac Software:*

Operating System: macOS High Sierra (10.13)  
Microsoft Office 2016  
QuickTime X  
Adobe Acrobat Reader  
Keynote 7

#### *Mac Hardware:*

NOTE: If the hardware and software listed above do not meet your needs, please use OPTION 2 below and bring your own laptop.

### **OPTION 2 —**

**Participant brings own laptop to connect to the LCD projector provided in the room.**

Participant laptops must be tested with the LCD projector at the speaker-ready room according to the schedule provided on the previous page.

Participants will be required to verify the following requirements:

- they have the adapter necessary to connect their laptop to a standard HDMI cable
- they can produce 1280 x 720 or 1920 × 1080 (16:9) video output from their laptop
- they know the commands necessary to produce an HD signal from their laptop
- their laptop has a functioning battery (no power connection at podium).

Upon verification of these requirements, the participant will be given a signed form to be presented to the audio-visual technician prior to the start of the session.

## **TECHNICAL SUGGESTIONS FOR ELECTRONIC PRESENTATIONS —**

These suggestions are not meant to deter creativity or use of the best data available, but to provide suggestions for optimum results.

**Readability** — Keep in mind that those sitting at the back of the room will have difficulty reading information that is not well presented. For the benefit of your entire audience, please keep the following tips in mind:

- Graphics should be simple, well-designed, and legible to everyone in the audience.
- Presentations are most readable on a dark background with bright lettering. To make certain your slides are legible, view your slides at a distance of 8-10 feet from your computer screen.
- Avoid using small fonts, which will be illegible from the back of the room. Break up a complex slide into a series of slides. Avoid including critical information at the bottom of the slide, which is not always easily seen from the back of the room.
- Devote each graphic to a single fact or idea. Illustrate major points, not detailed data.
- Avoid long or complicated formulas or equations.
- Use the minimum number of words possible in titles, subtitles, and captions.
- Use bold characters instead of fancy type.
- When preparing graphs, avoid more than two curves on one diagram whenever possible. If three or four curves must be used, make certain they are well separated. Label each curve; avoid symbols and legends. Avoid data points unless scatter is important.
- Colored graphs are very effective as color adds interest, attractiveness, and clarity to illustrations. Contrasting color schemes are easier to see.
- An introductory and a concluding graphic can improve the focus of your talk.
- It is strongly encouraged that presentation files (PowerPoint, PDF, etc.) be much smaller than 150 MB.

**PowerPoint** — can display pictures and text generated with the program or inserted from other sources. If the outside source is a video file, the original file is not saved within the presentation. Source files meeting these criteria must be available on the computer on which the presentation is going to run. Presenters should copy any source video and sound files to the USB flash drive containing their presentation; when in doubt, include the file. Macintosh LZW compressed TIFF files may not display correctly with PowerPoint on a PC.

**Fonts** — should be standard fonts such as Times New Roman, Arial, or Courier. If nonstandard fonts must be used, they should be embedded in the PowerPoint file. We recommend a minimum font size of 24 points.

**Embedded charts, graphs, and object-oriented graphic files** — can be difficult to work with. These file types usually are influenced by the version of the program used to create them, often making them translate strangely on a different system. We recommend that charts or graphics be inserted into presentations in a standard graphics format such as .gif, .jpg, or .bmp.

**Movies** — saved as MP4s have the best chance of success in PowerPoint. QuickTime's best compression algorithm, the Sorenson CODEC, does not play within PowerPoint. To avoid problems, convert video files to MP4 format encoded with H.264 (aka, MPEG-4 AVC).

**Internet Hyperlinks** — will not work on the presentation computers. These computers will be isolated from the Internet for security purposes.