



## INSTRUCTIONS FOR ELECTRONIC PRESENTATIONS

Two options for electronic presentations are being offered at the 44th LPSC. **Please read the following detailed instructions for each option. Tips for preparing an effective electronic presentation are included at the end of this document.**

**\*\*\* NOTE:** Conference room LCD projectors will be configured for **4:3** aspect ratio display. Presenters must have their slides formatted for **4:3** 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 must be turned in on USB flash drive or CD-ROM to the LPI computer desk in The Sterling Ridge Room at The Marriott Woodlands Waterway Hotel and Convention Center according to the following schedule:

<u>Presentation Time</u>	<u>Presentation Submission and Laptop Validation Deadline</u>
Monday a.m.	Sunday, 8:00 p.m. @ The Sterling Ridge Room
Monday p.m.	Monday, 11:00 a.m. @ The Sterling Ridge Room
Tuesday a.m.	Monday, 5:00 p.m. @ The Sterling Ridge Room
Tuesday p.m.	Tuesday, 11:00 a.m. @ The Sterling Ridge Room
Wednesday a.m.	Tuesday, 5:00 p.m. @ The Sterling Ridge Room
Wednesday p.m.	Wednesday, 11:00 a.m. @ The Sterling Ridge Room
Thursday a.m.	Wednesday, 5:00 p.m. @ The Sterling Ridge Room
Thursday p.m.	Thursday, 11:00 a.m. @ The Sterling Ridge Room
Friday a.m.	Thursday, 5:00 p.m. @ The Sterling Ridge Room
Friday p.m.	Friday, 11:00 a.m. @ The Sterling Ridge Room

**\*\* NOTE: PRESENTERS FOR MONDAY MORNING SESSIONS MUST TURN IN THEIR PRESENTATIONS ON SUNDAY NIGHT, MARCH 17, BETWEEN THE HOURS OF 5:00 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 presentations have been loaded.*

### **OPTION 1 — (continued)**

\* Participants unable to meet the deadlines listed above must FedEx or mail a USB flash drive or CD-ROM containing their electronic presentation to the LPI Computer Center, Attn: K. Leung/44th LPSC, 3600 Bay Area Blvd., Houston TX 77058. USB flash drives or CD-ROMs must be received by Thursday, March 14, 2013.

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

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

#### *PC Hardware:*

One PC laptop with Intel Core i7 2.2 GHz  
or better  
Memory: 4 GB  
Video: 1024 × 768 at 24-bit color depth

#### *PC Software:*

Operating System: Windows 7 Professional  
64-bit  
Microsoft Office 2010 (including  
PowerPoint 2010)  
Internet Explorer 9  
Windows Media Player 12  
QuickTime 7 Pro  
Adobe Reader XI

#### *Mac Hardware:*

Apple MacBook Pro with Intel Core  
i7 2.0 GHz or better  
Memory: 4 GB

#### *Mac Software:*

Operating System: OS X Mountain Lion  
10.8.2  
Microsoft Office 2011 (including  
PowerPoint 2011)  
Safari 6  
QuickTime X  
Adobe Reader XI  
Keynote 09

\*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 LPI computer desk in The Sterling Ridge Room at The Marriott Woodlands Waterway Hotel and Convention Center, according to the schedule provided on the previous page.

Participants will be required to verify the following requirements:

- that they can produce an XGA signal at **1024 × 768 (4:3)** video output from their laptop,
- that they know the commands necessary to produce an XGA signal from their laptop,
- that they have the adapters necessary to connect their laptop to a standard VGA cable, and
- **that 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 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 (these 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 drive or CD-ROM 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 AVIs have the best chance of success on a Windows machine. QuickTime's best compression algorithm, the Sorenson CODEC, does not play within PowerPoint. To avoid problems, convert QuickTime files to MPEG formats or AVI (Cinepak).

**HTML presentations** — must consist entirely of portable files (relative links must be used). All data will be copied from the speaker's USB drive or CD-ROM to the hard drive of the laptop. If files are not portable, links between pages could be lost.

**\*\* A webserver or Internet connection will NOT be available, so plan accordingly. \*\***

**Plug-ins or ActiveX controls** — cannot be installed at the meeting. If the presentation takes advantage of a function not built into Internet Explorer or the plug-ins mentioned above, technical difficulties will arise.