

IMPORTANT!!! READ THIS!!! **POWERPOINT PRESENTATION GUIDELINES**

IF YOU HAVE SPONSORED A PRESENTATION FOR A NON-MEMBER, PLEASE TRANSMIT THESE GUIDELINES TO THAT INDIVIDUAL.

This year, as in the past, CPDD will provide equipment and support for your PowerPoint presentations and we will provide Keynote on the MAC computers. We are doing this with rented computers and volunteer efforts by your colleagues. This process went well last year, primarily because you all were considerate and cooperative in adhering to these guidelines. Please review these instructions. With these procedures, on our part, we will look towards problem-free presentations.

PowerPoint Presentations for 2008: We will utilize a system that has now become mainstream at many meetings.

- Each session venue will have a Macintosh and a Windows platform PC.
- Each presenter will be responsible for bringing his/her presentation to the venue 30 min. prior to the start of the session.
- An AV support person will load the presentation on to the appropriate computer.
- We will require that presenters use USB flash drives, or secondarily, CDs (formatted ISO9660).
- All presenters must include a screen at the beginning of their presentation disclosing any conflict of interest
- SPECIAL TECHNICAL NOTE #1: The pixel density of LCD projectors is usually much lower than computer monitors. This leads to the frustrating phenomenon of graphs (particularly axes, lines, and error bars) looking satisfactory on the speaker's monitor, but not showing up at all on the big screen. This is all quite easily fixed by simply thickening all lines in any graphs a speaker wants to show. In SigmaPlot, for example, the default setting for line thickness is 0.007 in. Changing this to 0.02 in. assures that all lines will show up, even through a relatively low-resolution LCD projector. Other graphing programs have similar options.
- SPECIAL TECHNICAL NOTE #2: The rented PCs will have WINDOWS XP OR WINDOWS VISTA and they will have PowerPoint from OFFICE 2007. On the MAC platform, there will be PowerPoint from the new Office 2008 running on LEOPARD. KEYNOTE will also be available on the MACs.
- We will continue to provide a pair of computers and a projector in the Speaker-Ready room for those wishing to preview their material. However, we are not planning to provide any PowerPoint technical support.
- YOU MAY NOT USE YOUR OWN COMPUTER FOR YOUR PRESENTATION – SESSION CHAIRS WILL BE INSTRUCTED TO IMMEDIATELY WITHDRAW YOUR PRESENTATION IF THIS IS ATTEMPTED. CONNECTING AND RE-CONNECTING COMPUTERS WASTES VALUABLE SESSION TIME.

POSTER PRESENTERS

Just a reminder—the boards are 4x8' (i.e. 8' wide) and push-pin compatible. Please consult the Program for the number of your board and the specific times to set up and dismantle your poster.

- All poster presentations must include a disclosure of any conflict of interest.