



Speakers are recommended to check-in at the Speaker Ready Room at least **1 day** 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.

**All presentation files must be submitted in their final form at least 1 hour before session start time.**

### **The Speaker Ready Room (SRR) is located in Meeting Room 705**

The opening hours of the SRR are:

|                  |                     |
|------------------|---------------------|
| Saturday June 2  | 07:00 - 17:00 hours |
| Sunday June 3    | 08:00 - 17:00 hours |
| Monday June 4    | 08:00 - 17:00 hours |
| Tuesday June 5   | 08:00 – 17:00 hours |
| Wednesday June 6 | 08.00 – 17:00 hours |

### **Supported Formats**

**The session rooms are optimized for 16:9 presentations.**

**PPT, PPTX;** The Presentation Management system at ISBT 2018 is optimized for PowerPoint 2016, whether created on a PC or MAC.

We recommend all PPT files to be converted to the PPTX format.

### **Video and Audio File Support**

If you're using PowerPoint 2007 or later, please be sure to embed your media files within the PPTX file. Please compress your videos and make sure the encoding is less than 5Mbps for the best performance, using a higher bit rate encoding may damage the quality. For best compatibility, we strongly advise your videos to be a WMV or MP4 file format.

**If you plan to include a video in your presentation** please notify a technician in the Speaker Ready Room when uploading your presentation so arrangements can be made for assistance in your session room.

### **Considerations for custom fonts**

We only supply fonts that are included with Office 2016. If you need a specialized font, it should be embedded into your PowerPoint presentation.

### **Presentation back-up**

Please bring a copy of your presentation and all movies with you to the venue. (both USB and online are recommended)

### **Giving your Presentation**

Please arrive at your designated meeting room **15 minutes** before the start of your session.

If you need assistance and no technician is present (between sessions), please click the **“ASSISTANCE NEEDED”** button and a technician will be sent to your room.

**Please do not bring your own laptop or attempt to upload your presentations within your presentation room.**