



NCECA 2024 Technical Guidelines for Slide Presentations

SUBMISSION DEADLINE FOR SLIDE PRESENTATIONS: January 10, 2024

Please carefully review and follow the instructions below before uploading your presentation to this Dropbox file request folder:

<https://www.dropbox.com/request/ExJskLNFTWm2JrkoQlvF>

Create your slide presentation

The most successful presentation slides are graphically rich presentations of your research that both highlight the main points and fill in the most interesting details.

Your presentation slides should include the following:

- Formatting for easy understanding of the information on each slide
- Explanations for each graph, picture, and table
- Media file(s) embedded in your primary presentation as a slide
- No automatic slide advance timings

Fonts

The session computer will have the standard font sets included in PowerPoint and Keynote. Please refrain from using custom or purchased fonts, as these will not be available and may impact how your presentation looks.

Aspect ratio

The conference will utilize 16:9 aspect ratio projectors (widescreen) in all rooms. You should create your presentation in “widescreen” format to use the entire screen. The standard 4:3 format will work but will not fill the whole screen when in presentation mode.

Media files

As a precaution, bring all media files with you to the conference, even though you’ve embedded them in your slide presentation. While the team in the presenter prep room at the convention center can help with many aspects of your talk onsite, they cannot “fix” a missing media file.

Presentation file types

The session computer has the following software installed:

- PowerPoint
- Keynote

Wi-Fi and internet access may not be enabled in the room in which your presentation takes place. Do not include web-based information in your presentation.

In PowerPoint, save your file as a .pptx. Do not use .ppt, .pps, or other formats, as this will affect your file's ability to open correctly.

Audiovisual equipment in rooms (based on agreements)

- A computer that supports files created on either Mac or Windows
- LCD projection - 16:9 aspect ratio; 1920 x 1080 resolution
- Microphone
- Audio connection from the laptop
- Slide advancer

(NOTE: The presentation formats for Clay Conversation facilitators, Projects Space artists, and Makers Space demonstrators do not include image projection; therefore these presenters are not subject to presentation image requirements. Some Clay Fab Lab presentations may also exclude image projection.)

Rehearse your slide presentation

Before moving on to the next steps, all presenters are strongly encouraged to rehearse and time their presentations. Consider sharing your presentation with peers and colleagues. Consider making a Zoom recording of your presentation and watching it yourself, looking for opportunities to improve it. You may find more direct and less time-consuming ways to make and highlight important points. If you are stumbling over some of your language, consider re-wording it. Most importantly, you want to become more confident in delivering your presentation while being able to animate your voice and make at least occasional eye contact with your audience.

Once you are satisfied that you are able to address the important points of all of your slides in the time allotted for your presentation, it is time to upload your presentation file to Dropbox.

Create your slide presentation upload

All in-person presentations are handled by our onsite presenter prep room specialists. All presenters must upload their slide presentation to Dropbox prior to the conference and check in at the presenter prep room before going to their conference presentation room. **There will not be an option to use your own device.**

Technicians will be available in the presenter prep room if you require assistance with uploading or presenting. Always bring a backup copy of your slide presentation and media files on a jump drive with you to your session onsite.

In PowerPoint, save your file as a .pptx. Do not use .ppt, .pps, or other formats, as this will affect your file's ability to open correctly.

Naming Your Slide Presentation File

Save your slide presentation file as the day you are presenting, room number, time of presentation in military time, presenter or primary contact's last name, and title of the presentation.

Example:

- 01Wed-Room-military time of presentation-presenter last name-title
 - Day of presentation options: 01Wed, 02Thu, 03Fri, 04Sat
- 01Wed-B21A-1300-Garcia-NCECA for New Attendees

Also, bring a backup of your entire presentation with you to the conference on a portable thumb drive.

Uploading Your Presentation Files

Your slide presentation (PowerPoint, or Keynote) must be uploaded to this Dropbox folder by **January 10, 2024**:

<https://www.dropbox.com/request/ExJskLNFTWm2JrkoQlvF>

To ensure a smooth submission process, kindly submit only one slide presentation. If you need to make any revisions, please contact NCECA before the deadline.

Preview and test presentation onsite in the Presenter Prep Room

- Visit the presenter prep room and test your presentation **the day before your scheduled presentation**. If you are not able to attend the day before, you will not be able to make changes to your presentation.
 - If you find minor mistakes in the text of your presentation, you may submit a revision to the tech.
 - Major changes, such as adding slides or changing images, are *not allowed*.
 - The presenter prep room is only open during the posted hours.
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Present in person

- Bring a backup copy of your presentation file and any media files to your session.
- Arrive in the conference room at least 15 minutes prior to the start of your session to check in with the technician.
- Locate the session moderator (for panelists) or technician for your session and check in with them so they know you have arrived.

- The presentation computer will be in the back of the room with the technician, and **they will queue up the presentations.**
 - There will be a confidence monitor for you to view your notes and presentation on the stage.
 - Use the provided clicker to advance your slides.
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Publication of your presentation

- After your live presentation is finished, NCECA reserves the right to publish the recording of your talk (slide capture with audio; most rooms will not include camera footage of the presenter). Your presentation recording may be published and archived in the conference proceedings on the NCECA platform and other archival sites.
- NCECA retains the rights to distribute the officially published presentation recording; the presenter retains the copyright of all presented content. NCECA does not provide copies of these presentations to presenters. These are for archive purposes and potential promotional use.