CLP 2022
Speaker Administration Notes

Thank you for your participation in CLP 2022, ACLP's annual meeting.
Please review these notes carefully to help you prepare for the meeting.

BEFORE THE MEETING

Learning aids at CLP 2022

ACLP does not provide printed session handouts for distribution on-site to attendees. Instead, your presentation or references are uploaded to a password-protected area of the CLP 2022 website and attendees download the handouts for the sessions they attend to use as learning aids. You are welcome to provide photocopies of handouts on-site, however, this will be at your own cost.

The submission rules for CLP 2022 included a requirement for <u>all</u> speakers/authors to upload copies of presentations materials to the ACLP website in advance of the meeting in order to provide learning aids to attendees (click here to download ACLP's Speaker Agreement). Your evaluation as a speaker/author will, in part, be based on your compliance with this commitment.

You will be uploading your presentation (or other handout materials) via Conference Harvester, the service ACLP uses to manage the annual meeting program, and which is the same site you use to add a photo to your profile and edit your biography. The upload deadline is **October 31**. You will be sent reminder notifications as the deadline approaches.

Remember, <u>you must still bring your presentation with you to the meeting</u> (see next page); your uploaded presentation will not be available on-site in your meeting room.

Guidelines for handouts

Please follow these instructions for the slides you upload as learning aids:

- The Academy's official conference slide design is encouraged but is not mandatory.
- If slides are not received by the deadline your audience will not have handouts (unless you photocopy, at your cost, and bring them to the course yourself). Course honoraria for preconference courses will be withheld.
- Please do not convert your materials to pdf before uploading. Upload the original files and ACLP will handle the conversion to PDF.
- Do not number your slides.
- If you have graphics in your material, please make sure they are clear. Do not use any copyright-protected graphics.
- If you have animations or videos in your slide set, please remove them before uploading your slide file to ACLP. Also, see information on the next page about using audio or video in your presentation.
- We will not photocopy for on-site handouts, nor post to the website any article reprints.

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AT THE MEETING

Room set-up
Each room will have a standard speaker package of a podium, Windows OS laptop, microphone, LCD projector and screen. If you require any other AV please notify the Academy executive office. We will do our best to accommodate your request(s) but we cannot guarantee to fulfill all.

All Academy education sessions are recorded. You must use only the laptop provided in the room, as it will have software installed that is essential to the recording process. Plan to upload your presentation to this laptop using a USB drive.

Embedded video or audio
For presentations with embedded video or audio, we recommend that you follow these steps to copy your presentation to your USB device:
1. Prepare your PowerPoint file and embed your AV (.avi, .mpg or .mpeg, and .wmv video files work best with PowerPoint).
2. Create a NEW FOLDER on your computer. (Here, the folder name NEW FOLDER is substitute for a name of your choosing.)
3. Copy all audio/video and your PowerPoint file into that NEW FOLDER. Make sure your PowerPoint file points to the audiovisual files in that same NEW FOLDER.
4. Transfer the entire NEW FOLDER onto your USB drive.
5. TEST your presentation. Close everything and open your presentation directly from your USB flash drive. All your AV should play seamlessly.
6. Bring your USB drive to the meeting. Your entire NEW FOLDER can be loaded onto the room's presentation laptop and you should be good to go.

On-site preparation
- Ensure you have included the mandatory disclosure slide as the second slide of your presentation. If it's not displayed, ACLP's Standards & Ethics Subcommittee are obliged to stop your presentation.
- Have your presentation ready on a USB drive for loading on the in-room laptop. Make sure you test it, especially if it links to, or has embedded audiovisual files.
- Plenary/General Session speakers should arrive 30 minutes prior to presentation for set-up. AV staff will be at the Tech Table located at the rear of the ballroom.
- Ensure you arrive early enough to check your connections and presentation before start; please don't arrive 5 minutes before your talk and leave no time for troubleshooting. AV staff are not on-station in every meeting room, but instead will be floating throughout the meeting rooms. Allow enough time to find an AV rep if you need assistance.