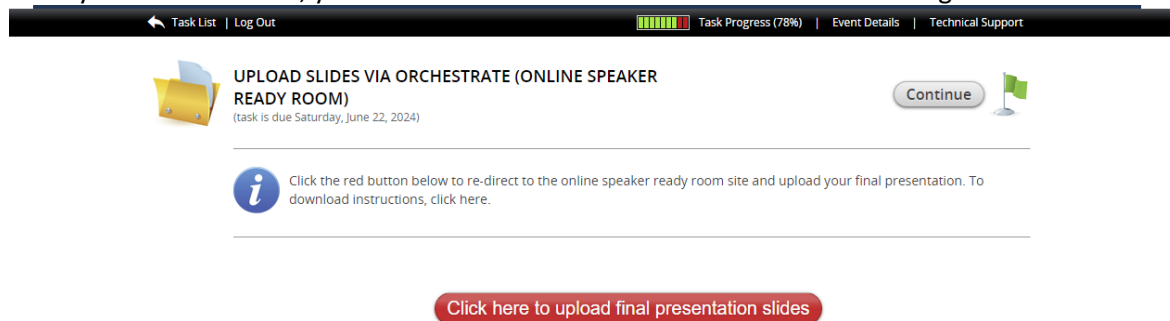


Submitting Your Presentation via Orchestrate (Online Speaker Ready Room)

For VAM25 speakers can upload their presentation via the online Speaker Ready Room through the Faculty Portal at any time before and during the event. When signing into the Faculty Portal in the task list you will see the following:

- ✓ Meeting Registration (completed 4/16/2024 at 3:59 PM)
- ✓ Presentation Slides (COI only) (completed 5/14/2024 at 3:34 AM) -- [PREVIEW UPLOADS](#)
- ✓ Profile (completed 5/22/2024 at 2:17 AM)
- ✓ Biography (completed 5/29/2024 at 5:37 PM)
- ✓ Photo (completed 5/29/2024 at 5:49 PM) -- [PREVIEW UPLOAD](#)
- ◀ [Upload Slides via Orchestrate \(Online Speaker Ready Room\)](#) (task is due Saturday, June 22, 2024)

Once you select the task, you will come to a screen that looks like the following:



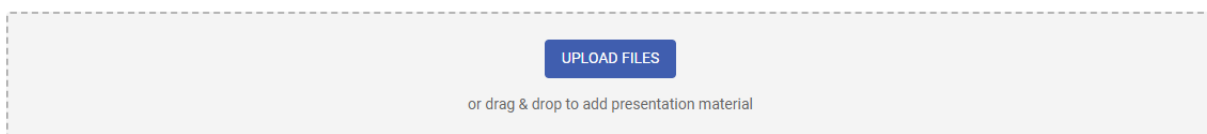
After clicking the red button, you will be taken to the Orchestrate Portal where you will see your speaking assignments, along with the date/time and room of presentation. *If you are a moderator of a session, you will see a full listing of the session you are moderating and when the speakers in your session start uploading their slides, you will be able to view those slides.*

Uploading Files via Orchestrate:

Step 1: Locate the desired session you wish to upload to. **Important:** When naming your file, please keep the length under 30 characters and do not include special symbols as this will prevent your presentation from uploading through the submission website.

Step 2: Click the “Upload” blue button.

Presentation



Step 3: Browse out to your upload file/files target location, select the file(s) to upload, and click on “Open”.

Step 4: If your upload is successful, your files will appear listed under the appropriate session/presentation.

We are currently using PowerPoint 2019 (PPTX) on our computers. This version will accept files created in earlier versions of the software. Presentations created in Keynote, Prezi, or other presentation software will not be accepted. We will accept your presentation on a USB flash drive, CD-ROM or an external hard drive.

Preparing Your Presentation:

Make sure your slides are in Widescreen format (Design/Slide Size/Widescreen 16:9). Our PCs have only default Windows fonts installed. Please review your presentation in Speaker Ready to ensure your slides are projecting correctly.

Widescreen 16:9 presentations will completely fill our projection screens, as shown here:



If you wish to use the standard 4:3 slide size, you may do so, but please note how your slide will appear on our widescreen projection screens – left and right sides of the screen will be blank:



Embedded Videos

It is recommended that you bring copies of all videos, even those embedded in your presentation. This will, if necessary, allow us to edit and/or re-import the video file, to ensure your presentation runs smoothly. **Internet access will NOT be available on the presentation laptops in the session rooms, so links to online videos will not play.**

Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found [here](#).

If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may actually hurt performance.

For MAC/Keynote Users

Please export your presentation as a PowerPoint file (.pptx). When saving your presentation, DO NOT select "PowerPoint 97-2004 Presentation (.ppt)". This will change your embedded videos to pictures, and your file will not work. Saving as a regular **PowerPoint .pptx file** is the best method. Be sure to review your presentation in the Speaker Ready Room to ensure that fonts, charts and tables appear correctly.

Important Reminders

- There are no connections at the podium for speaker's laptops.
- Internet access will NOT be available on the presentation laptops in the session rooms.
- Please include a Disclosure Slide - the slide following your title slide should contain text about relationships and affiliations disclosed in your conflict-of-interest information

Please note: If your presentation is in Dropbox, Google Drive, email or on your phone, **PLEASE DOWNLOAD AND COPY IT TO A FLASH DRIVE** before coming to the Speaker Ready Room. Computers with online access will be available for you to use in the Speaker Ready Room.

Arriving At VAM25

Speaker Ready Room Schedule and Location:

Morial CC, Second Floor, Room 231-232

- Tuesday, June 3; 2:00 pm - 5:00 pm
- Wednesday, June 4; 6:00 am - 5:00 pm
- Thursday, June 5; 6:00 am - 5:00 pm
- Friday, June 6; 6:00 am - 5:00 pm
- Saturday, June 7; 7:00 am - 12:30 pm

Speakers must check-in at the Speaker Ready Room **at least 4 hours 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.

Giving Your Presentation

Please arrive at your designated meeting room 15 minutes before the start of your session. Most presentation rooms will be staffed with an audiovisual (A/V) person, who will assist in launching each presentation. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. "Presenter View" speaker notes will be available upon request. Please let the technician in speaker ready know you would like to see your notes. At the end of your presentation, the display will return to the list of presenters.

Thank You!

By following the guidelines above, we are confident that Freeman Orchestrate will ease the process of delivering your presentation. Should you have any questions not addressed in this document, please feel free to email us at: Orchestrate@freemanco.com.