## UPLOADING POWERPOINT SLIDES

**PRESENTATION SLIDES MUST BE UPLOADED THROUGH SPEAKER'S CORNER.**

A direct link to your personal Speaker's Corner can be found in your invitation email. During the upload process, you will be asked for permission to record your presentation. Video and audio recording is not required; however, presentations must be uploaded before your session. To meet the advance deadline, presentations must be uploaded online by 11:59PM EST on May 26, 2017. **After the advance deadline, presentations may only be uploaded or updated on site in the speaker ready room (CSTE Business Office), no later than 24 hours prior to the start of your session.** Do not upload or update a presentation in the meeting room. You may preview your presentation in Speaker's Corner if it is uploaded by the advance deadline. **Save a copy of your presentation on a USB/flash drive to bring with you to the conference in event of technical difficulties or should you have changes to a previously submitted presentation.**

## RECORDING INSTRUCTIONS IN MEETING ROOM

**The oral presentation sessions are being recorded in multimedia format, capturing your voice, slides, and cursor activity. Follow these guidelines to ensure your presentation is clear in the meeting room and in the recording.**

❶ In the meeting room, you will see a button on the screen with your name on it. Click that button a few seconds before you begin speaking. This will launch your slides and start the recorder. Please do not click too early, otherwise the recording will include a long delay before your remarks begin.

❷ Use the microphone, otherwise the recording will not include your voice.

❸ Use the mouse to point, instead of a laser pointer. You will see the cursor on a screen in front of you.

❹ Leave your last slide on screen until you are done taking questions.

❺ If you are asked a question, please repeat it before answering it. This way the question can be heard in the recording.

❻ Recording will continue as long as your slides are up. When you are done taking questions, please exit from your slides.

## SPEAKER READY ROOM CSTE BUSINESS OFFICE

A computer station is available in the CSTE business office for presenting authors to prepare and rehearse their presentations prior to their sessions. Presenting authors may also print one copy of their presentation if needed. **See the agenda for the business office hours.**

## PRESENTATION TIME AND Q&A

In order to respect presenters and the audience, all presentations must not exceed their allotted timeframes.

**Presentation times may include time for Q&A so be sure to limit your presentation to the time allotted.**

### GENERAL GUIDELINES

| Presentation Format | Breakout | Quick | Lightning |
|---|---|---|---|
| **Key attributes** | Oral presentation requiring a comprehensive review and discussion | Oral presentation with limited review and discussion | Oral presentation limited to speedy sharing of relevant results and conclusion |
| **Presentation Length** | 18–30 minutes | 10 minutes | 5 minutes |
| **Q&A** | 5 minutes included with presentation length | 20 minutes at end of session | 15 minutes at end of session |
| **# of Presentations in Session** | 3 – 5 presentations | 7 presentations | 15 presentations |
| **Session Length** | 90 minutes | 90 minutes | 90 minutes |

## DURING THE SESSION

Arrive at your designated meeting room 15 minutes prior to the scheduled session to meet other presenting authors and your moderator(s).

Moderators will strictly enforce the presentation time. You will be interrupted by the moderator if you go over time.

The computer in your room will be preloaded with presentations submitted online by the advance deadline and all presentations uploaded or updated in the speaker ready room 24 hours before the start of your session.

During the session, presenting authors are encouraged to sit at the front of the room for quick transitions.

## TECHNICAL SUPPORT

IT and Audio Visual technicians are available onsite for assistance when needed. Because they monitor many technical components to the conference, they are not able to remain in the room throughout a session.

**How to get help:**
- Before the session starts, look for a CSTE Staff Member in the meeting room or AV Tech outside of the meeting room.
- Call or Text with your meeting room number and request to (478) 256-4897.

## PRESENTATION TIPS

- Engage with your audience by looking at them rather than the screen or your notes.
- Briefly describe PowerPoint slides, but do not read your slides verbatim.
- Allow enough time for people to read each visual during presentation.