

ASV'22 Oral Talk Presenters

Please follow these instructions if you are contributing to any oral presentation at ASV'22. ***It is our sincerest intention that all IT/AV run as smoothly as possible.*** We can achieve that if you help us by adhering to expected formats. Thanks!




General information: All ASV'22 presentation rooms will have podiums equipped with Dell laptop computers running Windows 10 Pro (OS) and Microsoft Office Standard 2019. Presentations should be developed in PowerPoint (*.pptx) using system-standard fonts within this OS or a compatible version (i.e., PowerPoint for Mac). Presenter View will be enabled if you save your file with that option. The preferred aspect is widescreen (16:9). Standard (4:3) is also acceptable but will display with black side bars. Computerized full-motion video is supported (.mp4, .mpeg, .mov, .wmv, format) and should be embedded unless there is an extraordinary reason for an exception (see below). Embedded audio is not supported. AV techs in each session will assist with lavalier microphones, hand-held slide change devices (or by you from keyboard) and will load then launch each presentation.

Speaker Ready Room (SRR): Monona Terrace Meeting Rooms LMPQ are headquarters for all speaker file intake, slide proofing, and dissemination to diverse MT venues for almost 80 separate events (~750 talks).



All speakers in any type of ASV'22 function must report to the SRR a minimum of 3 hrs prior to the start of their session (preferably the day before), **to upload.**

Speakers will preview and certify their slides on SRR computers configured exactly like those in the presentation rooms. Our techs will assist with this, record that we have captured your file, and redirect it to the proper room venue. The SRR will be open for collection, starting **Friday July 15, 4-8 PM; then 8 AM - 8 PM, Saturday through Tuesday.**

Workshop Presenters, & Special Events: Speakers assigned slots in the 54 ASV workshops, or those presenting in Education, Careers, Communication, Asst Prof Bootcamp, Careers in Industry, or the ASV Business Meeting, including conveners who wish to present intro slides, must upload in the SRR at least 3 hrs ahead of their session. If our SRR “incoming IT matrix” does not record your talk with sufficient lead time, it may be considered withdrawn and removed from the active program. **The use of personal laptops for workshop presentations is NOT allowed.** No overhead projectors or slide projectors are available. ASV workshop talks are 12 minutes in length with 3 minute of Q&A. The slide change devices, microphones, and hand-held lasers (green!) will be demonstrated on-site by our room techs. Please practice NOT waving the lasers randomly during your talk. It will cut down on battery changes. 

Keynote, Plenary, State-of-the-Art, & Satellite Presenters: Yes, you too need to upload, preview and certify your slides in the SRR. You cannot upload in the presentation rooms. All of YOUR talks will be live-captured and broadcast simultaneously to the registered world-wide virtual audience. This necessitates special caveats:

- Stay near the podium so the capture cameras can frame your image.
- Plan to use our podium computer since the slide feed will draw directly from that machine.
- A lavalier mike will be positioned for optimal audio capture. Don't mess with it.
- Importantly, in this environment you cannot use a physical laser to highlight on slides as it won't be visible to the camera.
- For SOA talks (Lecture Hall), and Keynote/Plenary talks (BallABCD), the room screens are behind you. Plan to face the audience and podium computer using our hand-held slide changer or the keyboard.
- In BallABCD, a large, mirror monitor will also be visible in front of you.
- To highlight on your slides as you speak, use the podium's physical on-screen mouse cursor as it will be captured both live and virtual. Or, if PowerPoint Presenter View is activated, its' embedded screen laser or pen-function will be also visible to you and the live/virtual audiences.
- A clock on the podium, Presenter View internal meter, as well as your convener, will help cue timing.
- For Q&A in the Satellites and SOA, please remember to repeat all questions from the podium so they can be heard by the virtual audience. There is no Q&A for Keynote or Plenary presentations.

Questions (or improbably exceptions) regarding these AV arrangements may be directed to Dr. Ann Palmenberg (acpalmen@wisc.edu) or Robert Kirchdoerfer (rnkirchdoerf@wisc.edu).

Recommendations on File Formats:

- Use Microsoft PowerPoint 2019 (*.pptx) for Windows 10 (or Mac equivalent). **Other presentation formats are NOT supported.** Presenters arriving with alternative formats will have to convert their files before uploading.
- The SRR will have a few “*Please help me fix it !*” terminals with Illustrator, Photoshop and conversion software for animations, but it’s certainly preferable to format properly before you arrive.
- Bring your PowerPoint file for upload on a USB-A or USB-C flash drive. Disk, Zip disk and CD will not be readable and you will not be able to transfer your files.
- Embed all images and movies directly into your presentation. It is recommended that you bring your source files with you in case images or movies should need to be converted to other playable formats.
- If planning extraordinarily large movies that cannot be reasonably embedded, [please contact us!](#)
- Limit your PowerPoint animations and transitions to those essential to convey your message.
- Recommended fonts are Calibri, Helvetica, Arial and Courier New with a minimum font size of 20 (a size of 24-44 is preferred). *MT rooms are LARGE*. Smaller fonts won’t be visible to your audience.
- Images or animations imported as *.gif are not playable and may not display correctly.
- Pay attention to overall file size to avoid significant delays in loading time and slide advance responses:
 - For 30–60-minute talks, aim preferably for a maximum file size of no more than 300 MB.
 - For short workshop talks, aim preferably for a maximum file size of 75 MB.
 - Images embedded as *.tiff, or *.png can be very large. Instead, consider converting to *.jpg, (“medium” or “good”), then inserting at the size desired on the slide.
 - All MT projectors are HD 1920×1080. Therefore, there is no benefit to including images with a resolution greater than 150 dpi. To avoid an inordinate file size, consider down-sampling higher resolution images to 150 dpi (preferably 72 dpi) and reinserting at the size desired on the slide.

Good luck! **The SRR looks forward to welcoming you in July!**

