

Presenters Notes

- Presentation laptops will be provided by ACC Liverpool in each presentation space.
- Presenters are advised to use the laptops provided, and not their own laptops, unless by prior arrangement.

Supported Software:

- Each session room will be equipped with a laptop running Microsoft Windows XP and Microsoft Office 2007.
- The only presentation software supported will **be Microsoft PowerPoint for Windows.**
- Apple Macintosh users please contact the ACC Liverpool Technical Department prior to the event.

Presentation Management:

- Speakers should bring their presentations saved on to a USB memory stick, CD-R or DVD-R disk.
- Please ensure that any video or audio files that are part of the PowerPoint presentation are also saved as separate video /audio files on the USB memory stick CD/DVD-R disk, along with the PowerPoint presentation.
- All presenters should have their presentations checked in at the Speaker Preview Room at least one hour prior to their presentation. The Speaker Preview technicians will check the presentation for compatibility and will load it on to the Speaker Preview Network. The Speaker Preview technicians will advise the speakers on the use of the presentation equipment and AV set up in the session rooms. Attending the Speaker Preview Room will ensure that your presentation will run as smoothly as possible.

Presentation Guidelines:

- Slides should be formatted for 'On Screen show' within the 'Page set up' menu of Microsoft PowerPoint.
- The display resolution of the data projectors will be 1024 x 768 pixels as standard. It is not necessary to scan images for your presentation at a greater resolution, as it will not enhance the image and it will take longer to load your presentation.
- Graphics, tables and text should be of a sufficient size to be clearly visible at distance. In general text should not exceed 6 lines of bold text containing 6-7 words per line. Large amounts of information should be split over several slides.
- When choosing fonts for your presentation, please ensure that they are supported by Microsoft Office. If a non-standard font is used within a presentation, this will result in a substitute font being inserted by PowerPoint. A list of supported fonts can be found on the Microsoft website: <http://support.microsoft.com>
- It is best to avoid complicated slide transitions.
- We support most movie files; however, the most reliable for us are movie files with the .wmv or .avi extension. Please avoid Quick Time movie files.
- PowerPoint presentations created on Apple Macintosh computers must be saved as a PC format file (.ppt) and it is advisable to try the presentation on a PC prior to attending the conference.

Saving Your Presentation:

- When saving your presentation, please use the following format:

Surname_Forename_NN.ppt

Where 'NN' is the name or number of the session as it appears in the final programme.