

# Evolution 2023 Presentation File Information

## Equipment and Supported File Formats

**Please note: We will be using Widescreen (16:9) Format for presentations.** To change the aspect ratio in PPT, choose 'Slide size' in the Design menu.

**PPT, PPTX:** The Presentation Management system is optimized for PowerPoint slides in 16:9 format. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" in PowerPoint.

**PDF:** Supported.

**KEY:** Keynote files are **not supported**. Please export your presentation as a PowerPoint or PDF file for upload, and be sure to review the result in the Speaker Ready Room.

**Prezi** files and online presentations are **not supported**. You will need convert your presentation to a PowerPoint or pdf format.

Computers in the Speaker Ready Room and concurrent session rooms are PC's that will be running Windows 10 with Office 365 and the most recent version of Adobe Acrobat Reader installed.

## Video and Audio File Support

Only **ONE FILE** per presentation can be uploaded and presented during your talk. You will therefore need to embed any video or audio content within the pptx file. Please see [this article](#) for file formats supported within PowerPoint.

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 [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 1920 x 1080 for 16:9 presentations, although a 1280x720 video file should look fine (1080p will offer little visual improvement but may decrease performance).

## Custom fonts

We only supply fonts that are included with Microsoft Office. If you need a specialized font, it should be [embedded into your PowerPoint presentation](#). Some licensed fonts may not embed and should be replaced with a font included with Office. [Click here](#) for an explanation of this process.

## Links to Web Pages

Meeting Room computers are not necessarily connected to the internet. Links to web pages may not function and may cause issues if clicked accidentally during your presentation. All content must be included in one presentation file. We recommend removing all internet links from your presentation.

## Before You Depart, Backup

Please bring a copy of your presentation with you on a USB as a backup. While PowerPoint 2013 and later will embed movies by default, you should still bring any videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation with you at the conference.

## At the Conference

**Your talk should be uploaded by 5pm on the day BEFORE your scheduled presentation.** The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. If you upload your talk online, you can review your presentation in the Speaker Ready Room if you wish. **If your presentation was created on a Mac or converted from another program into a PowerPoint or PDF file, we STRONGLY recommend you review it 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 **at least 10 minutes** before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your talk information on the display, select the start button, and your file will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Rooms will include a laser pointer and slide remote, as well as podium microphone and a wireless lavalier microphone. Do not handle the microphone while speaking. The use of a microphone is recommended to improve accessibility for all audience members.

## Thank You!

By following the guidelines above, we are confident that our presentation management system 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 [evolution.meetings@gmail.com](mailto:evolution.meetings@gmail.com) or visit the Speaker Ready Room during the conference.