Rhiz⊕sphere 5

GUIDELINES FOR POWERPOINT PRESENTATIONS

TECHNICAL REQUIREMENTS
How to name your file
Files must be provided in a USB memory stick. Please follow the file name convention:
RHIZO 5_Date_PresentationTime_Room_FirstName_Lastname.ppt
   E.g. RHIZO 5_Jul8_1100_BallroomF_John_Smith.ppt

Slide aspect ratio
PowerPoint presentations will be projected on screens format with the aspect ratio of 16:9.

For Movies and Video Clips
The preferred format is Windows Media Video (WMV). While some conversion may be necessary, we can also accept movies created as MP4 (ideally MPEG4 or H.264) and MOV (H264 & MPEG4).

Please remember to **compress your videos** no matter which format you prefer. By doing so, your movie will transfer and load faster during your presentation with minimal loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speakers' Ready Room so arrangements can be made for assistance in your meeting room.

We highly recommend embedding video files into PowerPoint for a better flow of the presentation.

Special Fonts
The only supported fonts are those included with MS Office 2016. If you need a specialized font, it should be embedded into your PowerPoint presentation.

Also, please bring the font file with your presentation on the USB memory stick.

What File Types Can I Upload?
We currently support all versions of PowerPoint through MS Office 2016.
Note: if your PowerPoint presentation is from a version prior to Office 2016, the system will be able to open and read the file.

Prezi

If your presentation is in Prezi, please provide the Portable Prezi version of your Presentation.

Click on the link below as a reference and for instructions:

https://prezi.com/support/article/sharing/download-a-portable-prezi/

CONSIDERATIONS FOR MAC USERS

Keynote

Currently, we do not support Keynote files. Please convert your keynote presentation to either PowerPoint format, PDF or Quicktime video format.

Pictures

If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for Mac or newer, any inserted image will be compatible. To ensure there are no picture problems, please check your presentation in the Speakers' Ready Room.

Apple MOV files

PowerPoint 2010 or higher supports playback of MOVs. The best compatibility for MOV playback is to use MPEG4 or H.264 as your codec. If you are using an earlier version of PowerPoint (older than 2010), please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please bring all video files separate to your presentation. When onsite, please check in with the Speakers' Ready Room **no less than 24hr before** your presentation.

IN THE SESSION ROOM

Please ensure that you go to the presentation room **15 minutes before** the start of your session to meet the Moderator and fellow presenters.

Volunteer will be available in the session rooms for assistance.