

updated June 13, 2007

## PRESENTATION-ROOM EQUIPMENT

Each podium-session room will be equipped with the following audio-visual equipment.

- Data **projector** for computer-generated slides (e.g., PowerPoint) or video playback
- Screen      • Electric pointer      • Lectern with microphone

The following are **NOT** provided.

- Computer      • Software      • Sound for data projectors
- Telephone and data lines (for Internet or other connections)
- Overhead projectors or 35mm slide projectors      • Internet access

## PRESENTERS – WHAT TO BRING

Speakers do not need to provide handouts for the audience, but may do so if they wish, at their own expense.

If you are making a podium presentation, you will need to:

- provide a laptop **computer**
- provide the **software** you need for your presentation
- bring your presentation files on a **USB-drive** (aka flash drive, thumb drive), and arrive at your session 15 minutes before starting time to load your files.
- **bring an introduction** (typed, not handwritten) in the following format for the session Moderator, and give it to the Moderator when you are loading your files.

Example introduction:

Your name: Mary Jones

Your employer: City of Seattle Planning Department

Your city/state/country: Seattle, Washington, USA

Title of your paper: “Designing for All Modes”

**Your name:**

**Your employer:**

**Your state/country:**

**Title of your paper:**

## INSTRUCTIONS FOR LOADING PRESENTATIONS

### LOAD MULTIPLE PRESENTATIONS IN A SESSION ONTO ONE SPEAKER’S COMPUTER

For lectern sessions and workshops with more than one presenter using data projection equipment and presentation software, every effort should be made to **load all presentations onto one speaker’s computer** before the session begins. This will reduce disruptions and delays during the session. Options to help accomplish this include:

- **Prior to arriving**, communicate with other participants in your session. Select one of the speakers' computers on which to store the presentations, and email or otherwise transmit your presentation to that speaker in advance. (It is still advised that you bring a laptop computer and your electronic presentation file, on a USB drive, to the session.)
- **Use the 15 minutes prior to the session** to load all presentations onto one speaker's computer, if that has not already been done in advance. When it is not possible to use one computer for all the presentations, computers with remaining presentations

will need to be separately connected to the data projector following the preceding presentation.

- If you plan to use someone else's computer for your presentation, make sure to **use fonts that are available on all computers**. Your presentation may not look right if you use a font that is not loaded on the designated computer. To avoid problems you can also embed the fonts in your slide show, as follows:
  1. Choose a TrueType font
  2. Choose "File, Save As" and when the dialog box opens, select the check box labeled 'Embed TrueType'
  3. Enter a filename and click "Save"

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## FOR SESSION MODERATORS

Thank you for agreeing to moderate a USS3 session.

- Please **review the papers** scheduled for your session prior to the meeting, and be prepared to offer your opinion on which paper should be considered for the *Best of USS3* award to **Larry Shannon**. Also, you may want to prepare a question that you can ask each speaker, in the event that questions from the audience are not forthcoming. It is nice if each speaker is asked at least one question – it proves that someone was listening.
  - It is important that the moderator **keep the speakers on time**. Before the session begins, remind each speaker of the time limit. Before the meeting, prepare a clear technique for informing the speaker of when they only have 2 minutes remaining and when they should stop. One method is to have card stock sheets with the words "GO," "Two-Minute Warning," and "Stop". This is more discrete than yelling at the speaker to stop or pushing him or her away from the microphone (suggestions that others have made, but not yet tried). Find a method that works for you and your speakers – you do not want to be the session that runs past its scheduled time!
  - Confine the **introduction** for each speaker to the following.
    - name:
    - employer:
    - state/country:
    - title of paper:
- This will leave more time for the presentation and audience questions.
- Coordinate with your speakers to make sure that someone **provides a laptop computer**. For a recent presentation, I had my laptop but not my power cord – I knew I would have enough power for my presentation. Well, no one else brought their laptop because they assumed that they could transfer their presentation onto someone else's laptop. We had to survey the audience to see if anyone else had a Dell laptop computer power cord to ensure that all presentations would be seen (and, yes, I was the last presenter so it would have gone out on me). So please either bring your laptop (and power cord) or ensure that one of your speakers will volunteer for that job.

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*thank you*