



## PRESENTATION GUIDELINES

Please take a moment to read the following information completely, even if you are an experienced presenter. If you do have any technical questions after you have finished, please contact Production Resource Group at (720) 440-8330 and ask for the IT Department or email to [present@prg.com](mailto:present@prg.com).

### Prior to Your Presentation

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Each speaker can bring their presentation to the Speaker Ready Room with a:

- Memory stick (or USB flash drive)
- Multi-media card
- SD card
- Laptop

In addition, speakers can also submit their presentation through the Production Resource Group (PRG) Upload Center website at <https://presents.prg.com/en/events/SFB2018> prior to the meeting.

For technical questions, please contact:

E-mail: [present@prg.com](mailto:present@prg.com)

Phone: (720) 440-8330

*\* ask for the IT Department*

### Speaker Ready Room

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#### ***Check-in is REQUIRED for all presenters!***

If possible, please check-in at the Speaker Ready Room **4 hours BEFORE your presentation!**

Production Resource Group requests that all presenters use **PowerPoint™ Presentations**. All meeting rooms will be provided with presentation computers and will be networked to a central server located in the Speaker Ready Room.

Presenters are encouraged and expected to bring their own memory device to the Speaker Ready Room, where they will have the opportunity to review their presentations or make any last-minute changes.

During this time, you are able to edit your presentation. As well, please verify that all fonts appear as expected and that all sound or video clips are working properly.

When the presentation is to be given, the file will be accessed via the conference menu on the computer in the meeting room. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse.

# Guidelines for Preparing PowerPoint™ Presentations

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## Please include your contact information on the final slide.

This slide can be either hidden or deleted on show site after you have checked-in at the Speaker Ready Room.

### PRE-SHOW

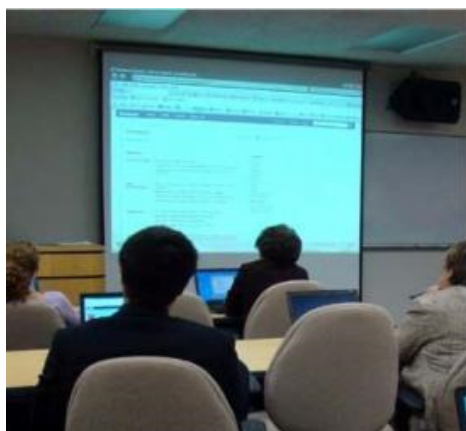
- Stop by the Speaker Ready Room prior to your presentation!
- Take the time to review, rehearse, and finalize your presentation.
- Include any external files that are utilized in the same folder as your presentation – e.g. movie files.
- When creating your media for transportation, copy the entire folder to your memory device.
- It is highly recommended to make a backup copy of your files and transport your media in a separate piece of luggage.

*Note: If you have movies in your presentation, it is important that you verify the file in the Speaker Ready Room before the time of your presentation. In the instance that you are using PowerPoint 2010, which allows for embedding of video into the PowerPoint presentation, it is suggested that you bring the separate video files with you – in case of any issues.*

### PREZI USERS

- Presenters are allowed to use Prezi to present, if desired.
- Please come by the Speaker Ready Room in advance to test the presentation.

### SCREEN SIZE/ASPECT RATIO



### BEFORE YOU GO TO YOUR TALK DO THE FOLLOWING:

After you put together your presentation save it. Then:

- a) Go to Design on the top Tab
- b) Go to Slide Size and click on it
- c) You will see the choice of 4:3 or 16:9
- d) Whatever size it currently isn't on, change to that size
- e) Save the presentation with another name or the name plus 4:3 or 16:9
- f) Go through the new presentation and correct the sizing and placement of your photos
- g) When you arrive at your talk determine whether you need a 4:3 or a 16:9 presentation and use the correct one.

Regardless of whether you take your computer or a thumb drive include both your 4:3 and 16:9 presentations.

### SECURITY

- USB ports on the computers have security to prevent files from being copied back to devices.
- Cameras and video equipment are NOT permitted in the Speaker Ready Room.
- All files on the computers are deleted at the end of the conference.

One Source. Unlimited Resources.

## FONTS

- Highly recommended fonts to use: Times New Roman, Arial, and Tahoma.
- We only supply fonts that are included in the base installation of Windows.
- Usage of fonts not included in Windows can lead to words that bleed into graphics or bullet points that may be of the wrong style.
- Any fonts other than those included in Windows will need to be embedded into your PowerPoint presentation.

### How to embed fonts into your PowerPoint presentation:

#### Microsoft Office 2010 and 2013

1. Click *File*, and then *Options*.
2. Select the *Save* button.
3. Check the *Embed Fonts* box.

#### Microsoft Office 2007

1. Click the *Office* button, and then *Options*.
2. Select the *Save* tab.
3. Check the *Embed Fonts* box.

#### Microsoft Office 2003

1. On the *File* menu, click *Save As*.
2. On the toolbar, click *Tools*, click *Save Options*, select the *Embed True Type Fonts* check box, and then do the following:
3. To embed all the characters in the font set, select *Embed All Characters* (best for editing by others).

*Note: If you plan to have others review and edit your file, it is best to embed the full font set. Though, this will create larger files.*

PowerPoint for Mac cannot embed fonts.

## APPLE COMPUTERS

If you are creating your presentation on an Apple computer, please be aware of the following matters:

#### Movies

- QuickTime is not native to Windows computers.
- Highly recommend to have your video files converted to *.mp4 (h.264)* – in order to allow for proper operation in PowerPoint for Mac or PC.

#### Fonts

- Use common fonts: Times New Roman, Arial, and Courier.
- Pre-installed and custom fonts will not translate properly on a Windows machine.

#### Pictures

- Use common image formats: JPG, PNG, and GIF.

#### Animations

- Use simple entry animation effects: fly in/out, appear, and dissolve.

## Success

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The best way to ensure your success is to come by the Speaker Ready Room 4 hours prior to your presentation time. There are technicians there ready to assist you.

These guidelines have been established by Production Resource Group to help protect the success of your presentation!

## Contact Information

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- For technical questions:  
E-mail: [present@prg.com](mailto:present@prg.com)  
Phone: (720) 440-8330  
\* ask for the IT Department

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