

Hello!

The Onsite PAS Presentation Management Website is now open to presenters for advance submission of their onsite PowerPoint slides for PAS 2023. You may submit your PowerPoint presentation before and during the conference, until the last day of show.

## Important Information

Please be sure to read the guidelines on the Presentation Management Website before uploading your presentation.

Any speaker who requires special assistance can reach out to Jaclyn Huff at [Jaclyn.Huff@pasmeeting.org](mailto:Jaclyn.Huff@pasmeeting.org) to arrange for your speaker requirements.

## Uploading Files

**Step 1:** Click the link provided in the corresponding task in the presentation management portal.

**Step 2:** Locate the desired session you wish to upload to. **Important:** When naming your file, please keep the length under 30 characters and do not include special symbols \$ & +, /: ; = ? @ " < > # % { } | \ ^ ~ [ ] ` as this will prevent your presentation from uploading through the submission website.

**Step 3:** Click the "Upload" green button.

**Step 4:** Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".

**Step 5:** If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

### **Step 6: Confirmation that your Presentation was received.**

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact [PresentationManagement.com](http://PresentationManagement.com) to ensure your file was received. When contacting support for technical issues please reference ([client]) as the conference name and the presenter's full name.

### **How to make changes to your presentation**

If you need to make changes to a presentation that you submitted, you may resubmit the files on the website using a new file name; you should also delete the earlier submission. **You are required to check-in at the Speaker Ready Room (Convention Center 103B) at least six hours in advance of your presentation to ensure compatibility, prepare, rehearse, and finalize your presentation before submitting it to the attendant in the Speaker Ready Room.**

## Supported Formats

**PPT, PPTX;** The Orchestrate system at PAS 2023 is optimized for PowerPoint, whether created on a PC or MAC. 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” when you have your PowerPoint open.

**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 are currently *unsupported* for upload. Please ask for assistance in the Speaker Ready Room.

## Video and Audio File Support

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 found [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 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may hurt performance.

### Considerations for custom fonts

We only supply fonts that are included with Office 2019. For a list, see [this article](#). 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.

### Any Links to Web Pages?

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

## Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for the meeting. Copy your PowerPoint to a folder on a USB. While later versions of PowerPoint will embed movies by default, you should still bring the 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 and movies in your luggage.

## Arriving At Your Meeting

### Speaker Ready Room Schedule and Location:

Speakers must check-in at the Speaker Ready Room at least **6 hours** prior to their scheduled presentation (Convention Center 103B). The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is *imperative* that you review

your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

**Speaker Ready Room Hours of Operation:**

Thursday, April 21	1:00 PM to 6:00 PM
Friday, April 22	6:00 AM to 6:00 PM
Saturday, April 23	6:30 AM to 6:00 PM
Sunday, April 24	6:30 AM to 6:00 PM
Monday, April 25	6:30 AM to 1:00 PM

We look forward to seeing you at PAS 2023!

If you need to get back to the Presentation Management site after registration, please do so by going to the following link: [https://\[showname+year\].sessionupload.com](https://[showname+year].sessionupload.com)

If you need assistance or have questions about uploading your presentation, please contact [PresentationManagement@freemanco.com](mailto:PresentationManagement@freemanco.com).

**Giving Your Presentation**

Please arrive at your designated meeting room **15 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 name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Presenter Mode in the Meeting Room: We now have the ability to run presenter mode in the meeting rooms. That allows attendees to see your slides on the monitor, but only you can view the associated notes on the lectern. For more information on presenter mode in PowerPoint, [please click here](#).

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just click the **“ASSISTANCE NEEDED”** button and a technician will be immediately sent to your room.

**Thank You!**

By following the guidelines above, we are confident that Freeman Orchestrate 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: [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com).