

2017 NASPGHAN SPEAKER INSTRUCTIONS

Speaker Ready Room

Location: Caesars Palace
3570 Las Vegas Blvd South
Las Vegas, NV 89109
Room: Octavius Ballroom 7&8

Speaker Check-in

Checking in at the Speaker Ready Room is the most important step you will take to ensure a successful presentation.

All presenters are required to check in to the Speaker Ready Room, preferably the day before. If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device to the session room.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.

Your first slide must include:

- Title of presentation
- Disclosure information
- All NASPGHAN presenters must prepare a disclosure slide as the first slide in their presentation. Even if you have nothing to disclose, this slide must be included indicating "nothing to disclose." There is a template for preparing a disclosure slide with the appropriate language.

Presentation Files

All presentations are handled by our on-site presentation management system, LaunchPad. ***Personal laptops may not be used for presentations.*** The following guide will give you an overview of how to upload your files to our system, and what to expect when you get to the meeting.

Don't worry, we're not going to make you convert your files. In fact, our system handles just about any kind of presentation file, whether you made it on a Mac, PC or Linux machine. There are no limits on file size.

Please be aware that the meeting will be utilizing 16:9 aspect ratio projectors and screens in all rooms. To utilize the full screen, you should create your presentation in "widescreen" format. If you've already made your presentation and do not want to change it, it will still work, however you will simply have black bars on either side of your slides in the meeting room (similar to watching old Seinfeld episodes on your new flat screen).

Media Files

LaunchPad supports any media file type, and once again there are no size limits. An important note- please bring all media files with you when you upload your talk, even if you've embedded them in your talk. While we can help with many aspects of your talk on-site, we can't "fix" a missing media file.

Web Links and Online Presentation Formats

If your presentation is web based (e.g. Google Presentations), please create a publicly accessible link to your presentation. If you are using Prezi, your presentation should be downloaded for offline viewing and the zip file should be uploaded using this portal.

Speaker Ready Room (on-site)

There will be a Speaker Ready Room at the meeting, located in Octavius 7&8. There will be technicians to help you with uploading your talk to one of our upload kiosks, after which you will be able to test it out on a simulated session room setup. Please bring your file(s) with you on a USB flash drive. You can make changes in the speaker ready room, and you can update your files as many times as you'd like. Please upload your files no later than 2 hours before your scheduled presentation. Most presenters are in and out of the Speaker Ready Room in under 10 minutes, however it's good to allow some time in case your files need special attention.

During Your Presentation

When it's time to present, simply walk to the lectern and click on your name. If the person before you left his or her talk on the screen, press the big glowing "RESET" button on the lectern, and that will clear out the screen and bring up the list of speakers for your session. Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a presentation remote or the up/down/right/left keys on a keyboard.

Security

- Presenters are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.