EXPERIMENTAL BIOLOGY 2015 * Boston, MA * March 28 – April 1
Oral Presentation Instructions

Speaker Practice Room
All speakers should check their presentation in the Speaker Practice Room at least 4 hours in advance (if possible) to verify the presentation will function on the equipment provided. Speakers should arrive in their session room a half hour before the session starts.

Speaker Practice Room Location: Boston Convention & Exhibition Center - **Room 204A**

Speaker Practice Room Hours: Saturday – Tuesday 7:30AM - 6:00PM
  Wednesday 7:30AM - 5:00PM

The AV Office will be located in Room 259AB should you need the assistance of an audio visual technician.

Recommended Method for Your Presentation
All EB session rooms will be equipped with a data projector and laptop computer as well as a lavaliere microphone, table microphone and aisle microphone.

- Bring your presentation on a Windows readable USB flash Drive or CD-ROM.
- When building your presentation, use standard fonts (e.g., Times Roman, Helvetica, Arial, New Times Roman), basic fonts are included on the session room PCs but if an unusual font is used it may not translate.
- Include in the same folder as your presentation, any external files utilized, e.g. movie files. Copy the entire folder to the USB flash Drive or CD ROM.
- Test your presentation on a separate PC compatible computer to insure fonts are standard and components such as movies are included rather than merely linked in your presentation.
- Review these specifications when preparing your presentation.
- The computers in the session room and speaker ready rooms will support PC and Mac presentations.

The operating system will be Windows XP Professional, and software will include: Microsoft Office XP, Adobe Acrobat Reader, QuickTime*, Windows Media Player, Flash Player.

> * ALL Quick-Time users should make sure to visit the speaker practice room AT LEAST 24 hours in advance, due to additional processing time that may be required.

We recommend that you bring a backup presentation format to cover the possibility of luggage loss, theft, and/or incompatibility.

Laptops

You do <u>not</u> need to bring your own laptop to the meeting room.

However, if you prefer to use your own laptop, it can be accommodated under the following circumstances.

1) Coordinate with your session chair so that extra time is built in to the schedule to switch your laptop to the ones being used for the speaker before and after you. This will shorten the available time for your individual presentation.
2) Speakers using their own laptops <u>MUST BRING THEIR OWN</u> VGA HD15pin female output. Some laptops have special video output cables to get to the HD15pin required for connecting to external monitors and data projectors. If this cable is not with the laptop being used there is no way to connect to a Data Projector. The laptop output resolution should be no more than XGA (1024x768). The native resolution on the data projectors is 1024x768 so higher resolutions will force the data projector into a compression mode possibly losing some information or not projecting.

Slide Projection of 2x2 slides and Overhead Projectors are NOT provided.

<u>Session rooms do not have Internet access</u>. If your presentation requires an Internet connection, please check with your programming society for approval.