

# Speaker Resources

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Nanosymposia, minisymposia, symposia, and lecture presenters are encouraged to check their media at least 24 hours in advance of presentation in the main Speaker-Ready Room, located in McCormick Place, Room S104B, to confirm compatibility with the session room computers. Presenters using their own laptops MUST have a VGA 15 pin HD female video output cable. If the cable is not with the laptop computer being used, there is no way to connect it to the session room data/video projector.

**NOTE:** Many laptop computers use a special interface cable (e.g., DVI to VGA) to attach video out to the session room data/video projector. Presenters also must have a copy of all external files, such as movie or sound files (e.g., .wav, .avi, .mpeg, etc.), contained within their PowerPoint presentations.

## Available Audiovisual Equipment for Nanosymposia, Minisymposia, Symposia, and Lectures

Although presenters are welcome to use a personal laptop for their presentation (see *Tips for Presenter Using a Personal Laptop Computer* below), the following audiovisual equipment will be set up in all session rooms:

- One data/video projector
- One PC computer with a CD-ROM player and an open USB port for flash drives
- One screen
- An audio system with microphones
- One laser pointer
- Two projectionists to assist with audiovisual equipment set-up and operation

## Presentation Software for Nanosymposia, Minisymposia, Symposia, and Lectures

The ONLY available presentation software in each session room will be PowerPoint 2007 or Adobe Acrobat Reader 9.0 (PDF file-based). Presenters using other software (e.g., Mac-Keynote or PC-Corel Draw 12) should save their presentation in PowerPoint 2007 or Adobe Acrobat Reader 9.0. When saving a presentation into the recommended formats, remember to include the extension .ppt or .pdf, otherwise the session room computers will not recognize the file format.

## Recommended Presentation Storage Media

Presenters are urged to bring their presentation on a USB flash drive or CD-ROM to avoid setup delays between presentations. Macintosh users should note that Macs can write a PC-formatted readable USB flash drive and CD-ROM. Presenters should arrive in their session room at least 30 minutes prior to the start of the session to download their presentations onto the in-room computer hard drive.

## Tips for Presenters Using a Personal Laptop Computer

Presenters using their own laptop computers must be set up prior to the session start time to avoid setup time that will decrease their allotted presentation time. Presenters should be certain to have the most recent version/update of drivers installed.

**NOTE:** The laptop output resolution should be no more than XGA (1024x768). The native resolution on the data projectors are 1024 x 768 so higher resolutions will force the data projectors into a compression mode possibly losing some information or not projecting.

## Poster Sessions

Projection equipment will not be available in the poster area, and there will be no wireless Internet access on the poster floor. No audiovisual orders will be accepted on-site.

## Speaker Ready Room

McCormick Place: Room S104B  
Hours: Friday, Oct. 16 — Wednesday, Oct. 21, 7 a.m.–5 p.m.

A limited number of computers with open USB ports for PC-formatted USB flash drives and CD-ROM drives will be available in the Speaker Ready Room. Speakers are urged to check their media at least 24 hours prior to their presentation.

As a courtesy to your fellow speakers, limit your viewing time to 10 minutes during non-peak times or 5 minutes during peak times.