

## 2017 CESM Workshop | Speaker Instructions

Below are the details for your oral presentations at the 22<sup>nd</sup> Annual CESM Workshop next week. Please take note.

**\*Operating System:\*** The laptops we will be providing this year are running Mac OSX 10 and MS Office 2011. The presentation software will be Microsoft PowerPoint. Apple Keynote will not be available or installed due to incompatibility with the video broadcast equipment.

**\*Presentations:\*** Presentations can be loaded at the event. Please bring your presentations on a USB thumb drive that can be read on a MAC and load it onto the presentation laptops during the breaks. Please **do not** try to load your presentation within five minutes of the beginning of a session or right when it's your turn to present. The sessions have tight schedules and this can be very disruptive. We post all presentations to the web following the meeting. If you do not want your presentation posted, please send me an e-mail ([bballard@ucar.edu](mailto:bballard@ucar.edu)) to that effect. You will be asked to sign a release form, so that we can webcast your presentation. Also, please note that you are **not able to change the resolution of the laptops on the podiums** as this will disrupt and disconnect the live webcasts.

**\*Filename:\*** Please begin your filename with your last name, for example, ballard.ppt or ballardOMWG.ppt. I'm sure you can imagine how hard it is to find your own presentation if several are named ccsn.ppt or omwg.ppt.

**\*Avoiding Problems:\*** **If you wrote your presentation in Open Office or on a Windows PC, please test it on a MAC machine in PowerPoint or Adobe Acrobat before you arrive.** One common problem we see is that PowerPoint on Macs use a different font set that is unavailable on PCs. Movies and animations can also cause problems. If you have a movie, you will need to meet with our computer staff well in advance for testing. Please have a backup plan if it does not work. (We really prefer that you save your movies for another time.) If your presentation is unusual in any way, please plan to meet with our computer staff for testing. **IMPORTANT** - Please plan to use **our** equipment.

**\*Rooms:\*** The meeting rooms will be equipped with projectors and laptops for presenters' use. We will be webcasting all public sessions Monday through Thursday. Because of this, ***please do not forget to wear the microphones***. Presenters in all rooms will need to wear Lavalier microphones.

**\*Cell Phones:\*** Place your cell phone into 'Airplane Mode' during your talk to avoid interruptions and radio frequency interference with the wireless microphone.

**\*\*Please let me know if you have any other questions or presentation needs. We appreciate your help in making everything run smoothly!**