

Greetings, Maize Meeting Speakers!

To make your preparation time more productive and the presentation hand-off at the meeting less stressful, we have prepared a few notes that detail what you can expect once you arrive along with some tips for presentation preparation.

The Riva Conference Center...

is providing both a PC and Mac. The PC will be running Office XP Professional. A computer technician will be available through-out the conference and during the sessions to help with loading files, etc. We *strongly advise* presenters to load their presentation onto the Riva computer the session before they speak. For early morning sessions, you should load your presentation the night before. You should preview your presentation on the Riva computer to make sure it appears as you wish.

The presentation software...

will be Microsoft PowerPoint as it has been in the past, version Office XP Professional. The auditorium is large. *Please maximize the text, images and figures on your slides so that your content is visible to all rows.* In addition, folks get frustrated when the presentation “looks different” on the presentation computer. We do not want presenters making adjustments to their presentation at the podium or while others are waiting to copy their files. This is awkward at best.

In an effort to minimize these moments, take a couple of minutes and review these bullets:

- [avoid font mishaps](#) in PowerPoint (good fonts you can rely up on to render correctly on any machine include Arial, Verdana, Times, and Times New Roman)

- if you don't have PowerPoint and want to test it on another computer...download the [free viewer](#)

- this “[About](#)” page brings it all together with some great points to consider when moving a presentation between computers.

- [10 Font Tips for Presenters](#) is a great list of tips for all of us that prepare presentations.

Images:

Most presentations have images of one flavor or another embedded in them. Most of us have seen a presentation where the presenter has waited for the computer/presentation to “catch up.” In general this is caused by having very large images embedded into the presentation then resized in PowerPoint. For instance, if there is a 10 megabyte image in PowerPoint and one resizes the image using the corner handles in PowerPoint, it is still 10 megabyte in size, just displayed as a small image. Here's an [article](#) by Microsoft that talks about the sizing images and how to make good decisions when placing them in your presentation. Don't just take a very large image and crop or resize it in PowerPoint. Your finished product will still be very large if you do. There are many image processing software applications available that will help with resizing. If you take the time to scale your image to the presentation, PowerPoint will not have to work as hard during the presentation and it will appear much smoother. As for the type of image, it's best to use something that's easily interpreted by any platform and JPEGs fit the bill nicely.

One final thought...

Regardless of the computer or operating system you have used to create your presentation, it is in your best interest to view it on another computer before arriving at the maize meeting. This will go a long way to help determine if there will be issues with fonts, images, etc. Keep in mind if you have a special application installed on your PC you can assume it will not be installed on those provided.

We hope these tips will make for a trouble-free presentation.

Adopted from Darwin Campbell (MaizeGDB Database Administrator)

PS – end your presentation with a black slide...