

Information for Poster Presentations

The poster boards will be 48" x 48". Posters printed on a single large sheet of paper are preferred. It is recommended that your poster be 36" (91 cm) wide x 46" (117 cm) high in portrait mode. Pins will not be permitted on the poster boards. Instead, Velcro will be used and this will be available in the exhibit rooms. Posters may be mounted at 7:45 a.m. and must be removed by 7:00 p.m. It is recommended to hang your poster no later than 8:30 a.m. and remove no earlier than 6:00 p.m. Please be by your poster during the poster session time (4:30 to 6:15 p.m.) so that meeting attendees can interact with you regarding your work.

Information for Podium Presentations

Each presentation podium will be equipped with a laptop computer that is connected to the projection and sound system. All presentations must be loaded on to and delivered using the provided computer. Because of time constraints, there will not be enough time for each presenter to connect their own computer.

Provided computer specifications:

- Dell Latitude Laptop
- Windows XP
- Office 2003
- Office 2007
- Internet Explorer 7
- Firefox
- Windows Media Player*
- QuickTime*
- Internet Access**
- Standard fonts with Windows XP, Office 2003 and Office 2007
- Lapel Microphone
- Interlink RemotePoint PowerPoint Slide Advancer & Laser Pointer

* *The most compatible video formats will be .WMV, .MOV, and .MPG*

** *While there is Internet access, do not rely upon it for the presentation. Please make sure your presentation files are completely self-contained.*

Loading Your Presentation in the Presenter's "Ready Room"

Location: Our "Ready Room" will be the Mount Nittany Room. It is located on the ground floor next to Board Room 2.

Times: Wednesday through Friday 12 p.m. – 2pm. OR 4 p.m. – 6 p.m.

Please attend on the day before your presentation.

What to Do: Please bring your presentation on a USB Drive to this location to load it and confirm that it will work on the presentation computers. Your files will be copied to our system at that time.

Assistance: Technical assistance will be available in the Ready Room. However, priority will be given to the loading of presentations. If your presentation file does not work properly on the provided computers, the computers will be available for troubleshooting at the end of the Ready Room session.

Presenter Frequently Asked Questions (FAQs)

Q: Where is the Ready Room located?

A: It is on the ground floor (downstairs), in the Mount Nittany Room near Board Room 2.

Q: What do I do if I cannot make the Ready Room hours on Wednesday for my Thursday presentation?

A: If your flight will not get you to State College until after 6 p.m. on Wednesday, the day before your Thursday presentation, please contact Nick Giacobe (nxg13@psu.edu) to arrange an alternate time.

Q: Can I use a Macintosh computer for my presentation?

A: We have standardized on Windows. Macintoshes will not be available.

Q: Can I use my own computer (i.e. codecs, special software, etc) for my presentation?

A: No. Unfortunately, there is insufficient time between presenters to allow for computer swapping at the podium.

Q: Will I be able to use the computer's audio during my presentation?

A: Yes, it will be pre-connected. You will be able to control the volume from the computer.

Q: Can I use my own mouse/pointing device during the presentation?

A: Yes, but only if it does not require the installation of drivers (i.e. it must be a standard HID interface).

