

## AUDIO-VISUAL SPECIFICATIONS

ATMI presenters are encouraged to communicate with the [ATMI Program Chair](#) regarding audio-visual needs beyond those listed below.

CMS presenters are encouraged to communicate with the [CMS Program Chair](#) regarding audio-visual needs beyond those listed below.

### ***What is Provided?***

Each presentation room will be equipped with a lectern, an amplified sound system with mixing board for audio playback, and projection equipment appropriate to the room size. Presenters must provide any needed equipment beyond this provision.

Presenters must play all sound and video files from their own laptop, tablet, or other device. Component DVD and CD players are NOT provided, and computers will not be available for rental or loan. You will want to make certain batteries are well charged, as access to electrical power is not always guaranteed. It is also recommended that you save your presentation to a flash drive or external memory device in the event of computer failure.

### ***Technical Support***

Several A/V technicians will be on hand and moving throughout the presentation rooms to assist presenters as needed. It is not always possible, or realistic, for a technician to remain on hand for the entirety of a single presentation.

### ***Internet***

For this program, complimentary Wi-Fi connections will be available in all meeting spaces in the Washington Hilton. Login credentials will be provided during the program. As a rule, because the potential exists for Internet connections to become unstable, presenters should not rely solely on an Internet connection for success and are encouraged to develop alternate plans for delivery.

**Please Note:** If one's sole purpose in connecting to the Internet is to show a YouTube video as part of a presentation, it is recommended to download the video to a laptop in advance in lieu of an Internet connection. One may also insert or embed a video clip into a PowerPoint presentation, negating the necessity for an Internet connection. Please [visit this tutorial](#) on how to manage this. Alternatively, you may [install software](#) to download YouTube videos to your computer, provided you have permission from the video owner.

### ***Connecting Your Laptop***

Cables to connect your laptop to the audio (headphone jack) and/or projection equipment (VGA and HDMI connections) will be provided. Mac users are asked to bring the appropriate adapter to connect their devices to the projector (e.g., Mini-DVI to VGA, Mini DisplayPort to VGA).

### ***Screen Format***

All screens and monitors will display using the industry standard widescreen ratio of 16:9. It is recommended that you format your PowerPoint presentations accordingly so that your slides fill

up the entire screen and you won't be left with large, empty sections on either side. If you are planning to use an existing PowerPoint presentation which was set up using a 4:3 format, it is easy to convert your existing presentation to the widescreen format. [Click here](#) for a video tutorial on how to convert a 4:3 presentation to the 16:9 standard.

### ***When Can You Set Up?***

It is important that you have your display/demonstration materials ready to keep the conference running on time. A minimum of 5 minutes has been reserved between presentations for equipment setup and introductions. When two presentations have been scheduled back-to-back, the second presenter may connect their device(s) and prepare their area during the question-and-answer time of the preceding presenter.

### ***Handouts***

Photocopied handouts are permitted. If handouts will be utilized, it is recommended to bring 20–30 copies. If you receive a larger audience than expected and run out of handouts, you are welcome to distribute additional copies from the conference registration area following your presentation, and direct attendees there. Please communicate with registration staff if you will follow the latter path.