



SGI 2013 Oral Presentation Instructions

PLEASE READ CAREFULLY

Presenters in the Concurrent Session are required to use PowerPoint with a 4:3 Aspect Ratio for their presentations. For the PowerPoint, all presentations will be transferred onto a common disk for each session. To assist you in preparing your presentation, please review the following information.

- You must bring your PowerPoint presentation on a disk/USB flash device to the Speaker-Ready Room (**DeSoto**) **a minimum of 4 hours prior to the start of your session.** (See Speaker-Ready Room schedule below.) **If you are presenting in the morning sessions, you must check in the previous day.**
- Include your last name, session name, time, and day of presentation in the file name of your presentation. Your presentation will be entered onto a "common" disk by the technician in the Speaker-Ready Room and prepared for your session. Please make sure your presentation is in its final form as once "burned" onto the common disk, no changes can be made. Also, please note that you do not need to bring your computer into your session.
- The Speaker-Ready Room will be staffed with technician's to assist you with any questions.

SPEAKER-READY ROOM INFORMATION

Hilton Orlando Bonnet Creek – DeSoto

Tuesday	March 19	2:00 p.m. – 7:00 p.m.
Wednesday	March 20	6:30 a.m. - 6:00 p.m.
Thursday	March 21	6:00 a.m. - 6:00 p.m.
Friday	March 22	5:30 a.m. - 6:00 p.m.
Saturday	March 23	6:00 a.m. - 12:30 p.m.

If a speaker needs to utilize the Speaker-Ready Room (**DeSoto**) outside of these hours, SGI will be happy to accommodate speakers, as needed. If a speaker will arrive later in the evening and would prefer to burn his/her presentation on the disk the night before, SGI will also be happy to accommodate these individuals.