



Pre Conference Presentation Uploads

Please follow the instructions below to upload your presentation to Audio Advice for your upcoming event.

Upload Link - <https://www.hightail.com/u/AudioAdvice-PresentationFiles>

Before you upload the presentation please rename the file as

Conference_Day_Time_First Name_Last Name

ie- Meeting2016_Wed_0900_John_Smith.pptx

When uploading please include these details in the message section:

- Conference Name
- Speakers Full Name
- Presentation Day and Time

If your presentation includes any video or audio files please also upload these.

Always bring a copy of the presentation with you to the conference including any video or audio files used in the presentation as a backup.

Make sure you check your presentation with the AV staff on site a minimum of 2 hours before your session starts even if it is pre-loaded.

All Audio Advice computers are running Windows 10 with Powerpoint 2016.

Presentations should be made in 16:9 widescreen format

When saving your presentation, it is a good idea to embed fonts into the presentation file to ensure fonts used in the presentation don't change when opened on a different computer. This feature is only available on windows versions of Powerpoint. You can do this by selecting File> Options, then select the 'Save' Tab in the list on the left of the window, select Embed Fonts in File at the bottom of the page. Unfortunately Mac versions of powerpoint and keynote do not allow you to do this.

Any questions about uploading your presentation, please contact:

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