

JC's Free Advice for Presenting at Bat Working Group Meetings

In General: We will have PowerPoint and Keynote available for use. We will also have a laser pointer available for your use. You may control your program simply using the spacebar to advance slides, or the left/right arrow keys. Powerpoint users should save their presentation as the newer, cross-platform compatible .pptx file, if that is an option.

The Presentation Computer and projector: Your .pptx presentation will be played using Powerpoint 2010 using Windows XP. Keynote 5 and 6, and Mac Powerpoint 2008 is also immediately available on the same machine for Mac users. ***The projector image will be optimized for slides with a widescreen 16:9 aspect ratio. Build your slides using a slide size of 16:9 or 1920x1080 for best results on-screen. Using other resolutions or aspects may not display properly as intended!***

Movies and Sound: If you have video clips or audio in your presentation, you must have them in the same folder as the actual presentation. Older PowerPoint does not embed these types of media in the actual file - instead they are links. Save any movie or sound files to the USB drive that you bring your presentation on - otherwise they could get left on your local computer and not be available when you give your presentation. To avoid any unintended sounds being broadcast, the presentation computer will have the sound output muted by default at all times; contact John Chenger if you plan to intentionally use audio during your presentation to make sure your program is tested. External movie or sound files should be .mov, .m4v, or .avi format. Other formats may work also but nothing is guaranteed unless tested hours prior to your presentation. Use the wetransfer.com service to send large files to John Chenger well before the meeting, or see them at the event at the BCM vendor table well before your presentation so there is ample time to resolve any issues.

Special fonts: if you use a special font character to mark a point on a map, or present a scientific formula, etc., compatibility may be an issue if the same font is not available on the presentation computer. Consider using an image graphic/clipart in your program instead of uncommonly used fonts. For scientific formulas, consider making a screenshot of your formula and inserting it as a graphic. You can also export your font-complex slide as a PDF, then use the PDF on your slide as an image, to be safe.

Large Graphics (>15MB is large): As a general rule try to avoid overly large image files in your presentation. PowerPoint has an option to compress photos/maps/graphics so that they are not any larger than needed for the presentation. In PowerPoint 2007, for example, click on an image, then under the "Picture Tools"/"Format" toolbar, there is an option to "compress Pictures". You can select this one time and compress every image in the presentation, after which you should save the presentation. This can help prevent lagging of the presentation if you use a lot of, or very large, image files.

What to Name Your Program: Use the order of your presentation in your session followed by an underscore and your name. For example "03_JOHNCHENGER" for the third presentation in your session. When checking in, please know what day your talk is and what session it is in to speed up the organizing.

How To Submit Your Program: Ideally John Chenger would like to get your presentation from you via wetransfer.com or email days prior to the event. Otherwise see him IMMEDIATELY after you register at the **BCM vendor booth** to copy your presentation and do a final compatibility test. Please have your presentation ready on a USB drive, even if you file mailed/emailed it earlier! DO NOT wait to load presentations until the break just before your session; there is -no guarantee- it will play or behave as you expect it.

Methods to submit your presentation:

- 1) Email jchenger@batmanagement.com (up to about 30MB limit per email)
- 2) Large file transfers, free service: <http://www.wetransfer.com> and send to jchenger@batmanagement.com.
- 3) Your presentation is due when you check in for registration at the event. See staff at the **Bat Conservation and Management vendor table** at the event meeting beginning the night prior to the event.