



## Speaker Presentation Guide

*Important Information to Prepare for CA's Annual  
Conference*

Thank you for your willingness to speak at CA's annual conference! We are appreciative of your efforts to make our conference a success. Please read the following information carefully. This information is intended to streamline the submission process and make the conference run more smoothly!

### **Copyright Imagery**

- Please pay attention to the types of images you are using as part of your presentation.
- **DO: Use Creative Commons licensure or pay for private licensure and cite your sources!**
- **DO NOT: Use watermarked or other copyrighted images.**

### **Videos**

- Due to the limitations of Powerpoint presentation mode, video and audio clips MUST be formatted correctly.
- **DO: All videos MUST be embedded in your presentation and configured to play within the slideshow.**
- **DO NOT: Use hyperlinks in your presentation. It will NOT function correctly.**

### **Compatibility**

- We STRONGLY recommend that you use the PC-provided laptops at the venue, which have been pre-loaded with your presentation.
- HDMI output conversion for Macbook machines does NOT include audio, so your presentation WILL NOT HAVE SOUND if you use an Apple computer.
- There will be USB flash drives on every computer in each session, which will house your presentation.
- Please plan to format your presentations to be widescreen (16:9)
- **DO: Use the PC-provided laptops & format your presentations to widescreen (16:9)**
- **DON'T: Use Apple laptops/Macbooks**

### **Submission Deadlines**

- Slides should be submitted in **Powerpoint format by the deadline: Friday, February 14, 2020.** PDF handouts are NOT considered a submission.
  - Why?**
    - We need this format to be able to load presentations onto our laptops in the session rooms.
    - We need this format in order to review and make changes to Powerpoint handouts for copyright concerns, etc.
  - **Changes made to powerpoints AFTER the deadline will NOT be reflected in the handouts.**
  - **Powerpoint presentations submitted AFTER the deadline may not be posted due to time constraints of the review process.**
  - **DO: Submit your presentations in Powerpoint format with correctly embedded links by Friday, February 14<sup>th</sup>, 2020.**

**Questions? Please contact Mary Crawford – [mary.crawford@cahumanservices.org](mailto:mary.crawford@cahumanservices.org)**