IN-PERSON ORAL PRESENTATION FILE INSTRUCTIONS

In-person oral presenters must create a slideshow presentation for their live oral session. Upload your proofed and FINAL presentation online by **Thursday, 8 December at 11:59 PM CST** via the presenter upload site. Enter your AGU universal email and password to log in.

In-person oral presenters can also submit a new or revised presentation file onsite no later than 24 hours prior to the start of their session.

PRESENTATION SLIDE TEMPLATES

Presenters may choose to use one of the following optional branded slide templates. It is not required to use one of these templates.

1. Option 1
2. Option 2

UPLOADING YOUR PRESENTATION

In-person oral presentations can be uploaded either onsite at the Speaker Ready Room or online prior to the conference via the **presenter upload site**. The deadline to upload presentations online is **Thursday, 8 December at 11:59 PM CST**. If you have missed the 8 December deadline to upload your presentation, please bring your file directly to the onsite Speaker Ready Room no later than 24 hours prior to the start of your session. The Speaker Ready Room location and hours are listed here.

Please submit your proofed and FINAL presentation slides. Make sure all fonts appear as expected and all audio/video clips are working properly. If needed, you will be able to upload a revision online or in the Speaker Ready Room, which will open at noon on Sunday, 11 December. Please note that if you upload your presentation online, you still must still check-in to the Speaker Ready Room at least an hour before your session start time to do a final check and make any final edits, as needed.

If you have any questions regarding the specifications for your presentation, please email the Projection team.

Electronic files must be submitted online or in the Speaker Ready Room using one of the formats listed below:

- PowerPoint 2021, PowerPoint 365 or earlier version
- Preferred video format: .wmv or .mp4
- Acceptable video formats (may require conversion, please allow extra time) .mov, .avi, .mpg, .mp4, .wmv
- PDF Reader: Adobe Acrobat. Note: Acrobat PDF documents will be displayed from the PC in the session room.
- Unix Users: Bring HTML Files or Adobe Acrobat
- Keynote (Important: If you plan on using Apple's Keynote Software, please read this information.)
- If you bring your presentation on a USB Drive to the Speaker Ready Room, the drive should be PC Formatted.

Please note that internet access is not provided on the presentation computers in the oral session meeting rooms and all presentation content must run from the local machine.

16:9 High-Definition Projection in all session rooms

AGU will be providing computer systems and projectors that display at 1920×1080 resolution. This high-definition display will enhance the quality of your presentation by providing a bright and clear display of your presentation in the session room.

To take full advantage of the widescreen display you should create your presentation in 16:9 aspect ratio.

All versions of PowerPoint since 2013 default to a 16:9 widescreen display. For other versions of PowerPoint, click on the "Design" tab. Click "Page Setup". PowerPoint will default to Slides sized for: "On-screen Show (4:3)". Change the setting to "On-screen Show (16:9) and click OK. (See below)

Apple Keynote users have a choice of creating the presentation in "Standard or Wide Aspect Ratio" If you have created the presentation in Standard Aspect Ratio, you can change it to Wide by choosing View: Inspector: Document and choosing Widescreen under Slide Size.

If you do not format your presentation in 16:9, the presentation will fill the screen from top to bottom but will display with black bars to the left and right of your slides.

Changing the aspect ratio of a presentation can rearrange all of the content in your slides. If you have already finished creating your presentation in 4:3 for this year, then we recommend leaving it as-is and creating new presentations in 16:9 moving forward.

View the [style guide](#) for tips on how to make your presentation clear, concise, and appealing to your audience.

If you have technical questions regarding your presentation, please [contact the technical support team](#).

Please reference:

- The Operating System and Presentation software version numbers listed on your computer
- Details regarding your file types
- Your AGU Fall Meeting abstract number

SPEAKER READY ROOM BASICS

All in-person speakers are required to check into the onsite Speaker Ready Room at least 24 hours before their presentation, even if they have uploaded their presentation online. Presentations should be reviewed in the Speaker Ready Room to be certain that fonts are displayed correctly and that all audio/video clips are working properly. You may edit your presentation at this time. When you are finished reviewing your presentation and verifying it is ready, the audiovisual staff will queue your presentation.

If you cannot check in at the Speaker Ready Room 24 hours before your session, that is okay. Please go to the Speaker Ready Room as early as possible before the start of your session. Checking in at the Speaker Ready Room onsite is the most important step you will take to ensure your presentation is a success. Those presenting on Monday, 12 December must check in on Sunday, 11 December

between 12:00 PM and 6:00 PM CST. We strongly suggest that presenters scheduled for Monday, 12 December use the upload site to submit their presentations in advance. If your presentation is scheduled for Monday, and you do not arrive in Chicago until late Sunday or Monday, please check into the Speaker Ready Room as soon as possible before the start of your session.

Important Reminder

We recommend you bring at least two copies of your presentation file (on CD-ROM, DVD, or USB storage device) to the meeting in case there is an issue with your presentation.

The file will then be transferred to the computer network at the AGU Fall Meeting. When the presentation is to be given, the file will be loaded on the computer in the oral session room. Once the presentation has started, the speaker will control the program using a computer mouse. At the end of the meeting, all files will be destroyed.

Security

You will be required to provide identification to submit your presentation and to access it in the Speaker Ready Room; presentation media is returned to the speaker.

USB ports and CD/DVD drives on the computers are disabled so no presentations can be copied; external storage devices will not function on the meeting room computers.

Cameras and video equipment are not permitted in the Speaker Ready Room. If you have any questions regarding the specifications for presentations, please email our A/V partner Projection.

AUDIOVISUAL EQUIPMENT AND SUPPORT

A/V equipment

Each session room is equipped with a Presentation Windows PC and a Mac. A switcher is provided to allow display of either machine to the audience. A local monitor is provided and will mirror what the audience sees. **(Note: Presenter View is not supported)**. A computer audio connection to the

house sound system is provided for audio playback from either presentation system.

PC Configuration

Processor: a minimum Core i7 2.93 GHz

16 GB RAM

1920 x 1080 at 24 bit color depth (16:9 High Definition)

Microsoft Windows 10 Professional (fully updated)

Microsoft Office 2021 Professional (fully updated)

Windows Media Player (Version 12)

Adobe Acrobat Reader (Latest Version)

Mac Configuration

Processor: a minimum Core i7 2.3 GHz

16 GB RAM

1920 x 1080 at 24 bit color depth (16:9 High Definition)

Mac OS 11.x (Big Sur)

Microsoft Office 2021 for MAC (fully updated)

Apple Keynote 12.x

Preview for PDF Viewing

Laptop support

In order to support presenters who want to review and modify their presentations while at the AGU Fall Meeting, there will be support for file transfers. If you plan to do this, bring a backup of the presentation to the Speaker Ready Room on alternate media, including CD-ROM, DVD, or USB storage device, in case there is a problem transferring the file from the laptop. The audiovisual personnel will attempt to transfer the file from a laptop to the network. This procedure may include connecting a flash drive or external hard disk to the laptop or configuring a network card. If you have a network card, bring it with you. Plan extra time to be certain the files can be transferred. Please make sure you have all power, video, and networking adapters.

Important Reminder

Personal laptops **CANNOT** be used in meeting rooms while giving your oral presentation. You must upload your visuals from the Speaker Ready Room. Speaker Ready Room personnel are not responsible for your devices (i.e., memory cards, disks, laptops, etc.)

Questions and Resources

1. If you have any questions regarding the specifications for your presentation, please [email our technical support team](#).
2. If you have any questions regarding the program, please contact the [Scientific Program Team](#).
3. Please review the [Fall Meeting presenter guidelines](#) for additional information and instructions regarding your participation in the meeting.
4. View the recording of the training for Fall Meeting oral presenters on how to present your work in understandable and persuasive ways: [Present Your Science: Transforming Technical Talks](#).