

Joint Meeting of Ichthyologists and Herpetologists Presentation Submission Instructions

We are excited that you will be presenting at the 2017 JMIH in Austin, TX July 12-16, 2017! Please review the following information to ensure that the meetings go smoothly:

Meeting Room Equipment:

All meeting rooms are equipped with LCD projectors and Windows based PCs.

The following software will be contained on each computer:

1. Windows 7
2. Windows Media Player
3. VLC Media Player
4. Microsoft Office 2013
5. QuickTime

Creating your Presentation:

- Please create your presentation in Microsoft PowerPoint.
If you do not plan to use PowerPoint for your presentation, please contact Brandi Nelson at nelsonbm@k-state.edu to request alternate equipment.

- If possible, embed all media elements in the presentation (pictures, sound and video). Also, save all media source files on the USB/flash drive.

- For optimal performance, please use simple transitions and avoid text fly-ins.

- For optimal viewing on the screen, please format with the following aspect ratio: 4:3 - 1024x768

- File Naming: We must avoid all files being named 2017 JMIH Presentation! Use the following method:
 - o Last name, first initial-abbreviated presentation title date, time, room
 - o Example: Adams, W-population structure and movement patterns July 6 2017 1400 Blanco

Submitting your Presentation at the meeting:

Submit your presentation and all media (embedded or not) to the presentation submission room located in Neuces on the Atrium/Lobby Level of the Renaissance Austin Hotel.

This is especially important for files larger than 100mb as trying to submit them in your room of presentation will clog the network.

Please submit your presentation by *1500 the day before your presentation. A technical coordinator dedicated to the meeting will immediately load your presentation on the master computer. Your memory stick or CD will be returned to you at that time.

Please test and bring a backup!