Track Chairs/Speakers
Orchestrate Guidelines & Instructions
Please read carefully

Please review the guidelines and instructions for developing and uploading your PPT presentation to the Freeman Orchestrate website for the EDGE Conference.

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RECOMMENDED TIMELINE
September 2: Speakers submit PPT's to Track Chairs for review
September 9: Track Chairs provide feedback / final approval to speakers
September 14: Speakers upload finalized PPT to Orchestrate *(or no later than 4 hours BEFORE the session start time)*
September 18-20: Speakers and Track Chairs use the Speaker Ready Room to ensure PPTs and materials show up accurately and/or make minor edits

BUILIDNG YOUR PRESENTATION
Sessions are 60 minutes long. Aim for a 5-minute introduction, 45 minutes of content followed by a 5–10-minute Q&A.

Avoid Overt Selling: CSCMP is committed to offering educational, unbiased content at EDGE. As such, avoid overt selling in presentation materials to ensure higher survey ratings. Overt selling is when a speaker:
- Sells their company's services or products outright during a presentation
- Mentions what their company does more than once
- States a common issue then circles back to their company and how they can solve it
- Handouts, company endorsed goods, flyers, tchotchkes, pens, keychains etc.
- Overuses company logo throughout the presentation *(Only allowed on title page, changes to template are not permitted unless to make room for content)*

EDGE 2022 PPT Template: Please use the official **EDGE 2022 PPT Template**. *All sessions must have a PPT title slide—regardless if slides will be used or not. The title slide will serve to match the signage and app.* It is the responsibility of each Track Chair to ensure that all their presenters use the template. Note that changes to the template are not permitted and company logo is only allowed on title page.

File Format & Name: The Orchestrate system at EDGE 2022 is optimized for PowerPoint, whether created on a PC or MAC. The recommended file format should be PPT or PPTX. When naming the PPT file, keep the length under 90 characters and do not include symbols ex. () , / ~ ' as this will prevent your presentation from uploading through the submission website.

Videos: See this article for file formats supported within PowerPoint and consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found here. If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance.

Fonts: Orchestrate only supplies fonts that are included with Office 2019. For a list, see this article. If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. Click here for an explanation of this process.

Internet/Embedded Links
The laptops in the session rooms will be Windows-based PCs with Microsoft PowerPoint (Office 2019), the latest versions of Adobe Acrobat Reader, Windows Media Player, Quick Time for Windows and Internet Explorer. Other presentation programs will not be available. *Note that session room computers are not connected to the Internet.* Links to web pages will not function and may cause issues if clicked accidentally during your presentation. **We strongly recommend removing all internet links from your presentation.**

TIPS FOR MAC USERS
Videos: PowerPoint 2013 (PC) supports MOV files. Use H.264 with AAC audio for the best compatibility. If you are using a version of PowerPoint prior to Office 2019, please export **DV, QT, or MP4** files to Windows Media **WMV** or **MOV** with **Quicktime 7 Pro**. You may need to load Flip4Mac to export to WMV which can be obtained HERE.

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos.

Keynote: Keynote is not supported on the PC side. If you wish to show your Keynote file, you can do one of the following; export your keynote file as a *.ppt file or export your Keynote as an interactive QuickTime movie in the share section of Keynote. To ensure your Keynote is a single file go to File > Advanced > Change File Type and make sure Single File is selected. You can export the Keynote as Keynote 08 file or compress the Keynote as a .zip file before uploading.

Slide Size: To change an existing Keynote talk into a 16:9 widescreen format, open your Keynote file and then open the "Inspector" tool. On the first tab toward the bottom, set the resolution of your presentation to "1280x720." If 1280x720 is not a listed option, click "Custom Size" and type in "1280" in the first box and "720" in the second box and click "OK."

If you are creating a new Keynote file, select "1280x720" at the bottom of the "Theme Chooser" window. If 1280x720 is not listed, select "Custom Size" and enter "1280x720" for your selection.

ORCHESTRATE WEBSITE: UPLOADING YOUR PRESENTATION
Login/Forgot Password
- Orchestrate website URL: http://edge2022.sessionupload.com/

If you forget your password, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble, please contact our vendor for technical support at Orchestrate@freemanco.com with EDGE 2022 and the presenter's full name in the subject line.

- Please be sure to read the guidelines on the Orchestrate website before uploading your presentation.
- If you need assistance or have questions about uploading your presentation, please contact Orchestrate@freemanco.com and reference EDGE 2022 and the presenter's full name.

Multiple Presenters: Presenters assigned to the same session will have access to the materials uploaded by other presenters, so the recommended practice is for one presenter to submit the finalized presentation which will be shared with all the other presenters. Please coordinate with your co-presenters on who will be the one to upload the final PPT.

Upload Process
- Step 1: After account registration, please use the actual show URL to access the Orchestrate website. When creating your password, the minimum length is 6 characters.
- Step 2: Locate the desired presentation you wish to upload to.
- Step 3: Click the "Upload" green button.
- Step 4: Browse out to your upload file, select the file(s) to upload, and click on "Open".
- Step 5: If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

Important:
- *When naming your file, please keep the length under 30 characters and do not include special symbols $ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] `as this will prevent your presentation from uploading through the submission website.*
- ***Maximum file size for any file(s) is 2GB per file***

Upload Confirmation: After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at Orchestrate@freemanco.com to ensure that your file was successfully uploaded. When contacting the support desk, please reference EDGE 2022 and the presenter's full name.

Making Changes to Your Presentation: If you need to make changes to a presentation that you submitted, you may resubmit the files on the website using a new file name; you should also delete the earlier submission. It's strongly suggested to review your presentation prior to your session, please visit the Speaker Ready Room on site at the Gaylord Opryland & Convention Center in **room Lincoln DE**.

Backup: Please bring a copy of your presentation along with you to the conference. Copy your PowerPoint and all videos to a folder on a USB just in case.

ONSITE IN NASHVILLE

Speaker Ready Room

Speakers must check in at the Speaker Ready Room 3-4 hours before their scheduled presentation. The laptops in the Speaker Ready Room will be configured with hardware and software exactly like the laptop in the session rooms.

Once logged into the Speaker Ready Room, you will be given the opportunity to upload new content, review your previously uploaded content, or make updates to files uploaded through the Advance Submission website. After your file review, click "Simulate Meeting Room" to view the Meeting Room application and advance through or practice your presentation to make sure presentation is displaying as intended.

It is imperative that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

Speaker Prep Room:	Gaylord, Lincoln DE, Presidential Mezzanine
Hours of Operation:	Sun, Sept 18 | 10:00 am – 5:00 pm
	Mon & Tues, Sept 19-20 | 7:00 am – 4:30 pm
	Wed, Sep 21 | 7:00 am – 8:00 am

Session Room Overview: The session rooms will be furnished with a PC laptop at the lectern, a 20" LCD confidence monitor and a video data projector with 1280x720 resolution. You need to do nothing except show up as your presentation will be already loaded.

Speaker Arrival: Speakers should arrive at the designated session room 15 minutes before the start of the session. At the lectern there will be a monitor set in front of speakers where they can follow the presentation.

Track Chair Role: The Track chair is the session room emcee and is to be actively present for each session Monday-Tuesday. Each session should be coordinated to include a brief introduction of the session and speakers. We suggest the track chair introduce the session and allow each speaker to introduce themselves BRIEFLY.

Starting PPT: Simply click the speaker name on the display, select the start button, and the PowerPoint will launch automatically. At the end of the presentation, the display will return to the list of presenters.

Advancing Slides: Speakers will control/advance the slides during the presentation using a computer mouse. Left click advances the slides; right click goes back. At the end of the presentation, the display will return to the list of presenters in that session.

Speaking with a Microphone: Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just click the "**ASSISTANCE NEEDED**" button and a technician will be immediately sent to your room.

By following the guidelines above, your presentation will go smoothly. Should you have any technical questions not addressed in this document, please contact Orchestrate@freemanco.com. If you have logistical questions, please contact your CSCMP liaison.