

## Guidelines for Presentation Slides and Audio Visual Details

### **Deadline: March 6**

If you won't meet this deadline, please contact Cassie McKay IMMEDIATELY, [cassie.mckay@informs.org](mailto:cassie.mckay@informs.org).

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### **FORMAT**

- Upload your slides in Oasis as a PDF. If you upload a PowerPoint file, we will convert it to a PDF.
- Please format with ONE slide per page in full color.
- Slides for all talks will be available to conference registrants online during and after the meeting (only registrants will have access).
- **IMPORTANT NOTE** Use type no smaller than 20 pt (24pt and larger is best).
- For your 50-minute presentation, we expect that you will use anywhere from 10 to 40 slides.

To add your slides to your abstract, bio and photo in Oasis go to [https://acgi.informs.org/oasis\\_login.php](https://acgi.informs.org/oasis_login.php) and follow these directions:

1. Select Invited/Sponsored Submissions (open invitation) and Select Meeting: Analytics 2018
2. Enter your last name, Customer ID (if you don't know this email [Cassie McKay](mailto:Cassie.McKay@informs.org)), and click 'Log in'
3. Click on the Title of your Invited Paper.
4. Click on Extended Paper on the left hand side under SUBMISSION STEPS.
5. Click on Add a File to add your slides by **March 6**.
6. Enter Special Request, if needed
7. Review My Work
8. Logout

If you have any difficulty with this process, feel free to e-mail your slides directly to [Cassie McKay](mailto:Cassie.McKay@informs.org).

### **CORPORATE PRIVACY**

Corporate speakers sometimes have privacy issues with providing the full slide deck. In these cases, you can provide one version of the slides for online publishing and then adapt and add slides for actual presentation. However, keep in mind that attendees often reference the online slides when they're making decisions about which talk to attend. You will want to make the online slide set as representative and "rich" as possible so people get a good idea of what's going to be presented and decide if it's of interest to them.

### **YOUR AV REQUIREMENTS**

- There will be a computer projector in every session room.
- Please bring your own laptop or notebook, as well as the AC power adaptor and VGA adaptor if you use a MAC. Technical assistance will be available to help connect your laptop to the projector and handle any technical problems.
- We recommend that you also bring your slides on a USB as backup.
- You will be provided with a lavalier microphone (wired). We strongly request that speakers use the microphone. Even if you have a strong voice, audience evaluations at the conference demonstrate that listeners appreciate speakers using the microphone.
- Let us know if you require any other equipment.