



Content Management System Guidelines

For your convenience, the UXO/Countermine/Range Forum™ 2009 is using a new speaker service and presentation submission system. This provides you with the ability to:

- Submit your presentation online before the Forum. You can easily upload your presentation files, including all multimedia content (e.g., linked video, flash, sound files) to a secured server online prior to the Forum.
- Preview and modify your presentation onsite in the Speaker Ready Room up to 4 hours before your presentation.
- Access your pre-loaded presentation in the technical session room. Your presentation is automatically downloaded to the computer in your technical session room.
- View all Forum proceedings online immediately following the Forum's conclusion.

How to Submit Your Presentation

Online Submission: Presenters may submit their files via the Forum's website - www.TheForum2009.com. Go to the Presentation Submission page and follow the instructions to submit your presentation using the following login credentials:

username: **Your e-mail address** and password: **theforum2009**.

Your presentation must be uploaded to the website by 5 p.m. EST, July 31, 2009. Please upload all media files required for your presentation. Be sure to include any videos, sounds, or fonts needed in your presentation in your upload folder so that your presentation will function properly in the meeting room.

If you need assistance submitting your presentation, please contact **Brian Reynolds** with PSAV Presentation Services at 214.210.8006 or cmssupport@psav.com.

Tips to Prepare Your Presentation

Presentation Formats: PowerPoint (.ppt), Adobe Acrobat (.pdf), or Flash (.swf) are acceptable presentation formats.

Macintosh Users: Please be sure that all inserted pictures are either JPEG or PNG file-types. Quicktime (.mov) files are also an accepted video format. Individuals using Apple Keynote will need to bring their files directly to the Speaker Ready Room to have them correctly transferred to our system.

Video Formats: The recommended video format for Windows-based presentations is Windows Media (wmv). Use one of the Codecs from the following list to ensure proper performance:

- Microsoft - MPEG-4, RLE, Video1, Windows Media Series 8 and 9
- Divx 3/4/5
- Intel Indeo Video <= v.5.11
- TechSmith Screen Capture Codec
- Huffiyuv Lossless Codec
- Asus Video Codec, On2VP3,
- ATI VCR and YV12 Codec
- Cinepak, MJPEG

Tips on Using PowerPoint

Be certain to bring the video files and the PowerPoint files to the meeting. PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file.

Images: The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) that are created with digital cameras and scanners will make the resulting PowerPoint file very large, which may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

- Insert all images into PowerPoint as JPEG files.
 - JPEG-type images work well for on-screen presentations. This type of image file can be created with virtually all imaging programs.
 - If you copy the images to the clipboard and then Edit / Paste them into PowerPoint, the images will not be compressed, and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint (Insert/Picture/from File).
- There are many graphics programs that can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program,
 - Change the size of the image to approximately 800 x 600 pixels
 - Save as file type “JPEG” or “JPG”
 - Select compression setting of 8 (High quality image)

Checking-In at the Forum

You are required to check in at the Speaker Ready Room, preferably the day before your session. For your security, you are required to wear your Forum badge to use the Speaker Ready Room. If checking in on the day of your session, please come by at least 4 hours prior to the session start time. A technician will assist with the upload of your files and provide the opportunity to preview or edit the presentation as needed. Bring a backup copy of your presentation with you to the Forum. If you plan to upload files on-site, bring two copies.

When reviewing your presentation, be sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room. If your presentation does not play properly in the Speaker Ready Room, it will not play properly in the meeting room.

The computers in the session rooms will be Windows XP-based PC with Microsoft PowerPoint 2007. Please note that internet access will not be available during your presentation. Also, you will not be able to connect a personal laptop or other media device to the projector in the session room.

When you are finished reviewing or making any changes to your presentation, notify the technician that you have viewed your presentation file before you leave the Speaker Ready Room. The technician will then transfer the updated file to the meeting room. All presentation files saved to the Content Management System will be available to Forum attendees for up to 3 months following the Forum and will be deleted by November 30, 2009.