

Please be aware of the several items below pertaining to the audio/visual support provided by the AMS.

A. Standard Equipment

The standard room set includes:

- 1 Screen of appropriate size
- 1 Data/Video Projector
- 1 AMS Supplied PC
- 1 Connection for an author supplied computer*
- 1 Digital Timer
- 1 Podium microphone
- 1 Lavalier microphone
- 1 Audience Microphone

*Authors using their own computer will not be able to avail themselves of the on-site recording program described below.

There is no Internet capability in the meeting room.

B. On-Site Recording

The AMS, in an attempt to expand the audience for your presentation and to provide attendees with a more complete and permanent record of your remarks, would like to record your voice and slides as you make your presentation in Phoenix. To facilitate the recording, and to make things easier for everyone at the meeting, we are providing two ways for you to load your presentation file(s) onto the meeting room PC:

1. ***You may upload your file(s) to the online abstract system in advance of the meeting.*** For those of you that have submitted an abstract, you may upload your file(s) to the on-line abstract system in advance of the meeting. All files submitted on-line **by 11:59 on Wednesday 17 June, 2009** will be loaded onto the meeting room PC before you arrive at the meeting.

Please note that there is a 10MB size limit on presentations uploaded in advance of the meeting. If your presentation exceeds the limit or has embedded graphics and/or video clips, please bring your presentation file to the meeting (see #2 below).

Instructions for uploading are as follows:

Go to <http://ams.confex.com/ams/publish.cgi> **by 11:59 on Wednesday 17 June, 2009**
Log in with your abstract ID# `[[Paper_id]]` and password `[[Paper_Password]]`

Click on the "UPLOAD Presentation File" link
Grant (or deny) permission to be recorded
Upload your presentation file(s)

Uploading your presentation in advance of 7 January 2009 does not preclude you from bringing a copy with you. And if you decide that you want to change some part of your

presentation in those last few days before the meeting, by all means do so. Just bring the updated presentation with you and you can install it on the speaker ready room PC. In any case, you are assured that you will be able to present.

Regardless of whether you upload in advance or load files onsite, it will be easy to find your presentation when you come to the podium. All you will need to remember is the

2. Loading Presentations at the Meeting

On site, speakers may upload their presentations in the session room computer located in the Pacific Northwest Ballroom. The use of personal laptops for presentations, which can cause technical delays and cut into a presenter's time, is discouraged. The Presentation Upload hours of operation are listed below:

Sunday, 21 June	5:00–7:00 P.M.
Monday, 22 June	7:30 A.M.–5:00 P.M. BEFORE SESSIONS BEGIN AND DURING BREAKS
Tuesday, 23 June	No hours
Wednesday, 24 June	7:30 A.M.–5:00 P.M. BEFORE SESSIONS BEGIN AND DURING BREAKS
Thursday, 15 January	7:30 A.M.–11:00 A.M. BEFORE SESSIONS BEGIN AND .DURING THE BREAK

Presenters who choose to load their presentations at the meeting will be required to use special installer software running on Session Room PC.. These presenters will not be permitted to store their files on the PC desktop. Instead the installer software will automatically create a special directory for those file(s). Once stored there, presenters will be able to check that their files were copied and that they will run properly.

Speakers who wish to load files at the meeting site need to bring their presentations on one of the following media: USB hard drive (Pocket Drive), USB flash drive, CD-ROM, CD-R, or DVD. Use of rewritable CDs (CD-RW) should be avoided due to compatibility issues. Presenters seeking to edit their presentations on site using a laptop that has a USB port will need to copy their files from their laptop to the AMS PC using a USB storage device.

The AMS PC will have the following software installed: Microsoft PowerPoint XP (2003), Adobe Acrobat 7.x or higher, QuickTime 6.x or higher, Macromedia Flash Player 7.x or higher, and Internet Explorer 6.x or higher. Please note that the AMS PC will not support Microsoft Vista or Microsoft Office 2007.

Images, Videos, and Animations in Presentations

If graphics or video clips are not embedded in a presentation, they will need to be available for downloading as well. Hyperlinks should be checked at the meeting to ensure that they are still functional.

Video Codecs

Presenters are asked to make sure that codecs used for compressed animation and video files are generic codecs, not video hardware-specific codecs.

Note on Mac-Produced Presentations

To ensure that presentations remain as close to the original as possible, the following simple guidelines are offered for presentations before they are to be transferred to the AMS on-site computer:

Images should be inserted from within PowerPoint using the “Insert Image” command and not dragged and dropped from other applications.

For Mac-produced presentations that include embedded video, the video will most likely not play automatically on the PC platform. The files will need to either be converted to either .mov to .avi format and a link will need to be created within the slide show to an external .mov file. For the latter, the animation will play in a separate QuickTime window, outside of the PowerPoint presentation. It is strongly recommended that presenters test their Mac-produced presentations on a Windows-based system before arriving at the meeting.

We strongly recommend that you choose the first option. Uploading your presentation prior to **17 June, 2009** will eliminate any risk that your presentation will be lost in transit.

It also prevents that rare but extremely unpleasant discovery that the device on which you stored your files cannot be read by the meeting room PC.

Also, please remember to register for the conference if you have not done so already. You can do so online by visiting
<http://www.ametsoc.org/MEET/annual/registrationandrates.html>