SAN DIEGO
THE PENDRY HOTEL
OCTOBER 17–19, 2017

GETTING DOWN TO BUSINESS
UTILIZING DATA STANDARDS

RESO
2017 Fall Conference

RESO Speaker Presentation Guidelines:

A RESO laptop will be used at the lectern for *general and breakout session presentations* on Tuesday, 10/17-Thursday, 10/19. **We cannot switch out to use personal laptops** due to transition time and setting issues. All speakers will need to use the conference laptop. The exceptions to this format are the Data Comp presenters.

We ask that speakers **submit presentations by the October 4 deadline** and adhere to the following guidelines -

1) Expect to receive an email to access your personal secure *Google Slide speaker file* with an *optional* template to create your PPT.

2) *Create your PowerPoint Slide Presentation* using the RESO template or your version on the Google Drive and save all presentations in a .pptx file format.

   a. Please be sure to *create your PPT in the Google Slide file* that we share with you to ensure the most up-to-date PPT will be ready at your presentation time AND for secure access by only you and the RESO staff. If you prefer your own slide format, you will need to replace the existing slides in your shared template file.

   b. *Embedded videos and all linked content* needs to be included on the Google Drive link below to ensure that the path is located. Copy all linked content into that folder, including pictures, sounds and movie files. If you need to link to Word documents, Excel sheets, PDFs, or other documents – copy them all to this folder before you create links to them from your PowerPoint slides. https://drive.google.com/drive/folders/0Byvamh3-VvSbRFR4TnNPNzViSHc?usp=sharing

   c. *Run through your PPT* on a few devices to ensure embedded videos and URL's are working on the Google Drive. You can utilize the *new feature* noted below as long as we are accessing your slides via Google Slides and not from the laptop hard drive.

   d. *Bring a Flash Drive* with your PPT and videos as backup in case of server glitches.

   e. *Revisions to your PPT after deadline* must be in your shared Google Slides file and on a Flash Drive as backup to be used on the presentation laptop at the lectern.

New Feature (*optional*) - Google Slides offers a live Q&A session to help presenters connect with their audiences. You can present questions at any time, and participants can ask and vote on the questions from any device. You can remind the participants at the time of your presentation to take advantage of this feature.

Intro Slides Q&A video - https://techcrunch.com/2016/05/04/google-launches-slides-qa-to-help-presenters-connect-with-their-audiences/

Instructions - https://support.google.com/docs/answer/6386827?co=GENIE.Platform%3DDesktop&hl=en

Helpful tips for Cross Platforms

https://support.office.com/en-us/article/Cross-Platform-PowerPoint-Compatibility-0EEBB4F1-C329-4C50-B83C-3AF1BAB640DE