

FOCIS 2025: Speaker Presentation Guidelines

Thank you for participating in FOCIS 2025! Please carefully review the following instructions to ensure a smooth and successful presentation experience.

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1. Speaker Ready Room: Check-In Information

All speakers using computer-based presentations must check in at the Speaker Ready Room, located on the 4th level of the Boston Marriott Copley Place, **Yarmouth Room**.

Check-In Instructions:

- Bring two copies of your presentation in case of storage or media failure.
- Presentations must be provided on a USB flash drive.
- A technician from ON Services (our audio/visual partner) will assist you in uploading your presentation to the laptop in the Speaker Ready Room. Your presentation will then be delivered to the appropriate session room in time for your talk.

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2. Check-In Deadlines

Please adhere to the check-in deadlines listed below based on the date of your presentation:

Presentation Date:	Check-In By:
Tuesday, June 24, 2025	5:00 PM, Monday, June 23
Wednesday, June 25, 2025	5:00 PM, Tuesday, June 24
Thursday, June 26, 2025	5:00 PM, Wednesday, June 25
Friday, June 27, 2025	5:00 PM, Thursday, June 26

Important: If you are participating in a Member Society Symposium, industry tutorial, partner program, or course, please do not submit your slides in advance. Instead, bring your presentation directly to your assigned session room 15-30 minutes before your assigned session. An AV technician will be available to assist with loading your slides onto the provided MacBook laptop. Poster presenters are also exempt from checking in.

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3. Speaker Ready Room (Yarmouth) Hours

Date	Open Hours
Monday, June 23, 2025	12:00 PM – 5:00 PM
Tuesday, June 24, 2025	8:00 AM – 11:00 AM; 12:00 PM – 5:00 PM
Wednesday, June 25, 2025	7:00 AM – 11:00 AM; 12:00 PM – 5:00 PM
Thursday, June 26, 2025	7:00 AM – 11:00 AM; 12:00 PM – 5:00 PM
Friday, June 27, 2025	7:00 AM – 1:00 PM

4. Available Audio/Visual Equipment

- LCD projector
- Mac laptop (provided)
- Projection screen
- Laser pointer / Wireless mouse
- Podium microphone
- Lavallière (clip-on) microphone
- Aisle microphone (for Q&A)
- PC audio adapter (for presentations with sound)

⚠️ **Important**: There is **no hard-wired internet** in session rooms. Wireless is available but not guaranteed to support live presentation elements. Please plan accordingly.

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5. Preparing Your Presentation

Slide Design Guidelines

- Ensure your slides are readable from a distance of **at least 10 feet**.
- Use **high-contrast color combinations** (e.g., white text on dark backgrounds) for readability.
- Use a **minimum font size of 24-point** for visibility in large rooms.
- Stick to **standard fonts** (e.g., Geneva, Times New Roman, Helvetica).
- Use **short phrases or bullet points**—avoid full paragraphs.
- Minimize or avoid excessive slide transitions or animations.
- Avoid **cluttered visuals or too much text**; keep slides clean and focused.
- Limit use of multiple **text effects** (bold, italics, underlining, varied font sizes/styles) on the same slide.

Multimedia Tips

- If your presentation includes video, **embed it directly into PowerPoint**.
- PowerPoint on-site will support **.WMV files** only. If your video is in another format (e.g., .MOV), it may need to be played outside PowerPoint.
- Arrive **early to your session room** to test and confirm video playback functionality.

If you have any questions or concerns before the meeting, please reach out to the FOCIS Office (info@focisnet.org). We look forward to your presentation and appreciate your contribution to FOCIS 2025!