OTA - Content 1 Pro Tips

Make sure the file is .pptx, not .ppt or .pptm. Our system is only able to accept .pptx PowerPoint files, along with PDF and MP4.
Mac users will need to make sure any keynote files are converted to PPTX or PDF in order to be uploaded into our system.
Convert old 4x3 presentation files to 16x9 – How to Guide
Make sure all video or audio files are **embedded**, not just linked – How to Guide
File size limit: A maximum of 2GB per file File Naming: Abbreviated title_First Name InitialLast Name_Presentation Date (e.g. distal locking_Lsmith_10-24-2024)
All presenters should come to the speaker ready room onsite in order to make sure that their formatting looks correct on our devices, and this is especially true for individuals who use Macs or tablets to build their presentations.
Presenters planning *General Session* presentations should turn off any auto advance timings prior to uploading.

Speaker Ready Room (SRR) – FAQs

How long should I expect to spend in the SRR from start to finish for one presentation? *Plan to spend 15 minutes or less for typical presenter/upload, if there are edits it can be up to 30 minutes.*
What is the process to upload my presentation in the SRR? • *Check in with Encore Staff* • *Receive Access Code* • *Find a station and enter the code* • *Review and make any edits to the PPT*
What if I have a keynote presentation and need to convert to PPT? • *Find a mac station after you've checked in* • *Conversion time should take 5-10 minutes*
When should I go to the SRR? • *Plan to visit the SRR **at least 2 hours prior to your talk** to ensure that you have plenty of time to upload, review, update, etc.* SRR Hours (Speaker Ready Room – Level 2 – P210): **October 22** 4:00 PM – 6:00 PM **October 23** 6:30 AM – 8:00 PM **October 24** 6:30 AM – 8:00 PM **October 25** 6:30 AM – 6:00 PM **October 26** 6:15 AM – 12:00 PM
OTA Staff Support: alegria@ota.org