


TRB Annual Meeting Visual Aid Submission Guidelines

Introduction

 for 2010 TRB Annual Meeting! TRB is requiring all program presenters with visual aids to submit their presentations in advance via the Online Visual Aid Submission Site or in the Onsite Ready Room in Washington, D.C. Refer to the table below for Annual Meeting programming formats and the action required by program presenters in each format with the introduction of Visual Aid Submissions.

	Visual Aid Submission via Online Visual Aid Site or Onsite Ready Room	Check-in at Onsite Ready Room
Workshop Presiding Officer & Program Presenter	Required for Presentation & Online Library	Required for Presentation
Lectern Session Paper Author, Invited Program Presenter, & Presiding Officer*	Required for Presentation & Online Library	Required for Presentation
Poster Session Paper Author & Invited Program Presenter	Required for Online Library	Optional
Committee Meeting Paper Author Program Presenter	Required for Online Library	Optional

* Lectern Session Presiding Officers must notify TRB if they will use visual aids.

HOW TO SUBMIT YOUR PRESENTATION (For All Program Presenters Using Visual Aids)



Advance Online Visual Aid Submission Site

Prior to the Annual Meeting, program presenters will receive an email from the audiovisual vendor, PSAV, with login information and a password to upload their presentation to the TRB Visual Aid Submission Site. Submitting visual aids in advance of the Annual Meeting using the Online Visual Aid Submission Site is strongly encouraged for all program presenters but, in particular, those in Workshops and Lectern Sessions to speed your onsite check-in process.

Please make sure to **upload all media files required** for your presentation. Any videos or fonts not included in your online upload folder will cause your presentation to fail both in the session and the Online Library.



Onsite Ready Room Submission

Advance submissions are strongly encouraged. If you did not use the Online Visual Aid Submission Site, you should report to the Onsite Ready Room a day before your session to check-in, upload, and to preview your presentation. If checking-in on the day of your session, you must report at least 4-hours prior to the start of the session (not your presentation start time). Audiovisual technicians will be available to assist with uploading your submission. Program presenters are required to provide identification in order to submit their visual aids onsite.



Bring a Backup

Be sure to bring a backup copy of your visual aid to the meeting on a USB flash drive. If you plan to upload files on-site, bring two copies in case one fails. An audiovisual technician will be available in the Ready Room for visual aid file transfers from your laptop; however, using a USB flash drive for Visual Aid Submission is recommended.

WORKSHOP & LECTERN SESSION PRESENTATIONS



Onsite Ready Room Check-in

All Workshop & Lectern Session program presenters with visual aids are required to check-in (preferably a day before but at least 4 hours before the session), even if they previously uploaded visual aids through the Online Visual Aid Submission Site. *Please schedule your travel accordingly.* Each TRB meeting hotel (Hilton, Marriott, and Shoreham) will have a Ready Room for program presenters to make sure that their presentation runs properly, to confirm the order of the presentations, and/or to make last minute changes to the presentation. Workshop & Lectern Session program presenters who did not upload their visual aids through the Online Visual Aid Submission Site must do so in the Ready Room at least 4 hours before the start of their session to provide enough time for their presentation to be electronically transferred to the session room. We advise bringing a back-up copy of your presentation on a USB flash drive or CD.

Checking-in at the Ready Room is the most important step you will take to ensure a successful presentation. When reviewing your visual aid in the Ready Room, make sure that all fonts, images, and animations appear as expected and that all video clips are working properly. The session room computers are the same as the Ready Room computers, therefore **if the visual aids do not run properly in the Ready Room, they will not run in the session room.**

Edits may be made to your visual aid up to 4-hours prior to the start of the session (not your presentation start time) in the Ready Room. Notify the audiovisual technician when your presentation may be electronically transferred to the session room.

If you are unavoidably delayed, and cannot check-in at the Ready Room, go directly to your session room and provide your presentation on a USB flash drive to the audiovisual technician at the back of the room. Be aware, this can cause delays to the start of the session, so please make every effort to check-in at the Ready Room before your presentation.



Workshop & Lectern Session Rooms

Plan to arrive in your session room at least a half hour prior to the start of the session. TRB will provide each Workshop & Lectern Session room with a computer, data projector, screen for computer-generated slides, and an audiovisual technician who will assist in starting each presentation.

NEW for 2010 TRB Annual Meeting! Workshop & Lectern Session program presenters will display their visual aids using a **Windows XP based PC with Microsoft PowerPoint 2007** computer supplied by TRB rather than using their own laptops. The computer will be at the back of the room pre-loaded with all presentations through a connection to a central network. Running all visual aids with this computer facilitates a professional and stress-free session by eliminating the last minute identification of which laptop to use, connecting it to the data projector, loading all presentations from flash drives, and possible issues of equipment compatibility. Once the presentation is launched, the program presenter will advance their visual aid from the lectern using a remote control. Note that as in previous years, Internet and telephone access, audio, flipcharts, VHS, DVD, overhead, and 35mm slide projectors are NOT allowed. See the [Audiovisual Aids and Speaking Tips for Program Presenters](#) for additional information.

POSTER SESSION PRESENTATIONS



Poster Session Rooms

Poster session presenters have the opportunity to submit their presentations in advance via the Online Visual Aid Submission Site or in the Onsite Ready Room in Washington, D.C. to make them available in the post meeting Online Library. Visual aid submissions for a poster session presentation may be an Adobe Acrobat (pdf) image of the entire poster (providing it is readable) or a presentation of multiple slides summarizing the poster and/or paper.

Plan to arrive in your session room at least a half hour prior to the start of the session. TRB will provide each poster presenter with a numbered gray display board that measures 4 feet (121 cm) high x 8 feet (242 cm) wide. There will be a narrow table in front of each display board for materials. An electrical outlet will be available for laptop computers only (computer is not included). The posters are set up in public space so poster presenters are responsible for the security of their own computers. We advise that you bring a cable lock to help secure your equipment. You may use a computer to show additional information or illustrations similar to that shown in a Lectern Session paper presentation. Commercial advertising of products or services is not allowed. Push pins will also be provided. Note that as in previous years, Internet and telephone access, audio, VHS, DVD, overhead, 35mm slide projectors, and other equipment are NOT allowed. See the [Meet the Author Poster Session Guidelines](#) for additional information.

COMMITTEE MEETING PAPER AUTHOR PRESENTATIONS



Committee Meeting Rooms

Program presenters delivering peer-reviewed papers at a committee meeting have the opportunity to submit their presentations in advance via the Online Visual Aid Submission Site or in the Onsite Ready Room in Washington, D.C. to make them available in the post meeting Online Library.

Plan to arrive in your meeting room at least a half hour prior to the start of the committee meeting. TRB will provide a data projector and screen for computer-generated slides (computer, software, and audiovisual technician are not included). **Your visual aid will not be electronically transferred to the committee meeting room**, therefore, you should bring a laptop computer and we advise bringing a back-up copy of your presentation on a USB flash drive. See the [Audiovisual Aids and Speaking Tips for Program Presenters](#) for additional information. Note that as in previous years, Internet and telephone access, audio, VHS, DVD, overhead, 35mm slide projectors, and other equipment are NOT allowed.

POST MEETING ONLINE LIBRARY



Post Meeting Online Library

Archiving the visual aid presentations provides an enduring educational resource for Annual Meeting attendees and to the many transportation professionals around the world who were unable to attend. After the Annual Meeting, visual aids will be available to others, for a fee, through an Online Library on the TRB website.

The Online Library will display visual aid files that have been converted to flash video view-only format which cannot be saved or copied. TRB is pleased to provide the Online Library as an educational resource with the permission of each participating author or presenter. As an author or presenter, you are not required to participate in the Online Library posting; at your request, your visual aid can be deleted from the website after your presentation. Annual Meeting registrants and program presenters will pay a discounted fee for access to the Online Library. To purchase access to the Online Library, please check the TRB website www.TRB.org/AnnualMeeting following the Annual Meeting.

VISUAL AID PREPARATION

The [Audiovisual Aids and Speaking Tips for Program Presenters](#) provide detailed information for preparing your presentation. Particular attention should be given to the following items when preparing visual aids for the Online Visual Aids Submission Site.



Video Formats

The recommended video format for Windows-based presentations is Windows Media (.wmv). Use short video segments when needed, and try to keep the file to less than 20 MB for best results. PowerPoint embeds still images directly into the software when you save them, but video images are not embedded—a link (only) is made to the video file. **You must copy the video clips into the same folder as the PowerPoint file** so that PowerPoint does not lose the link to the file. Be sure to bring a backup copy of your video files and the PowerPoint files to the meeting on a USB flash drive.



Macintosh Users

Inserted images must be JPEG or PNG file-types. QuickTime (.mov) files are an acceptable video format. Program presenters using Apple Keynote should bring their visual aids directly to the Onsite Ready Room on a USB flash drive to have them correctly transferred to the Submission Site.



Technical Questions? For additional information, contact Brian Reynolds at TRB's audiovisual vendor, PSAV Presentation Services, CMSSupport@PSAV.com, 214-210-8006.