

## TRB Annual Meeting Visual Aid Submission Guidelines

### Introduction

All program presenters with visual aids are required to submit their presentations in advance via the Online Visual Aids 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.

|  | <b>Visual Aids Submission</b><br>via Online Visual Aids Site<br>or Onsite Ready Room | <b>Check-in</b><br>at<br>Onsite Ready Room |
|--|--|--|
| <b>Workshop</b> Presiding Officer & Program Presenter                                | Required for Presentation & <i>TRB Annual Meeting Online</i>                         | Required for Presentation                  |
| <b>Lectern Session</b> Paper Author, Invited Program Presenter, & Presiding Officer* | Required for Presentation & <i>TRB Annual Meeting Online</i>                         | Required for Presentation                  |
| <b>Poster Session</b> Paper Author & Invited Program Presenter                       | Required for <i>TRB Annual Meeting Online</i>  | Optional                                   |
| <b>Committee Meeting</b> Paper Author Program Presenter                              | Required for <i>TRB Annual Meeting Online</i>  | 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 Aids 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 Aids Submission Site. Submitting visual aids in advance of the Annual Meeting using the Online Visual Aids 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 *TRB Annual Meeting Online*.



#### **Onsite Ready Room Submission**

Advance submissions are strongly encouraged. If you did not use the Online Visual Aids 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 aids 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 Aids 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 Aids 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 Aids 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 aids 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 aids 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. The presentation will be run from the computer desktop then uploaded to the submission site following the session. 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.

Workshop & Lectern Session program presenters will display their visual aids using a Windows 7 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 the visual aids 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 Program Presenter Guidelines](#) 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 Aids Submission Site or in the Onsite Ready Room in Washington, D.C. to make them available in the post meeting *TRB Annual Meeting Online*. 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 Aids Submission Site or in the Onsite Ready Room in Washington, D.C. to make them available in the post meeting *TRB Annual Meeting Online*.

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 aids 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 Program Presenter Guidelines](#) 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.

## TRB ANNUAL MEETING ONLINE



### **TRB Annual Meeting Online** (a collection of information resources from the meeting)

The Visual Aids Presentations, slide presentations from more than 3,000 program presenters, will be available after the meeting as part of *TRB Annual Meeting Online*. 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.

The Visual Aids Presentations will display files that have been converted to a view-only format. TRB is pleased to provide this educational resource although giving permission for the post-meeting posting is not required and your visual aids can be deleted following your presentation. During the upload process, program presenters are given the choice of giving rights to their intellectual property to make their presentation available in *TRB Annual Meeting Online*. Annual Meeting registrants will receive complimentary access to *TRB Annual Meeting Online*. Others may purchase access to *TRB Annual Meeting Online*; please check the TRB website [www.TRB.org/AnnualMeeting](http://www.TRB.org/AnnualMeeting) following the Annual Meeting.

## VISUAL AIDS AND POWERPOINT PREPARATION

The [Audiovisual Aids and Program Presenter Guidelines](#) 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](mailto:CMSSupport@PSAV.com), 214-210-8006.