

Multimedia Considerations

Presenters: Make your presentations compatible with on-site audio/visual specifications.

All screens will be **16:9 widescreen format**, not 4:3. Computers and projectors will be configured for 1280 x 720 resolution.

Be sure to format your slide template **before** preparing your presentation. If you convert an existing presentation to the 16:9 format, your text, videos, and photos may appear stretched and will need to be resized or re-entered.

Convert Your Slides

For PowerPoint 2013 and newer:

1. On the “Design” tab, select “Slide Size”
2. In the drop-down box, select “Widescreen (16:9)”

For PowerPoint 2007 and 2010:

1. On the “Design” tab, select “Page Setup”
2. In the drop-down box, select “On-Screen Show (16:9)” and click “OK”

For the Newest Apple Keynote:

1. From the Keynote Window, select “Document” on the top right-hand corner
2. Under “Slide Size”, select “1280 x 720”

For the Older Apple Keynote:

1. From the Menu Bar, select “Show Inspector”
2. On the Inspector, select “Document Inspector” located in the top left-hand corner
3. Under “Slide Size”, select “1280 x 720”

Videos and photos may need to be resized so they do not appear stretched. Animations should be checked to ensure the elements line up correctly. Start early to leave time to resize slide content.

Note: there will be no sound for PowerPoint presentations in the scientific session rooms.