



## 2020 ACFAS SCIENTIFIC CONFERENCE

HENRY B. GONZALEZ CONVENTION CENTER | SAN ANTONIO, TEXAS  
WEDNESDAY, FEBRUARY 19 – SATURDAY, FEBRUARY 22, 2020

# 2020 ACFAS ANNUAL CONVENTION

Audio Visual Submission Procedures and Guidelines for Oral Presentations

## PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET

**YOU WILL BE RECEIVING AN EMAIL THAT WILL PROVIDE INFORMATION ON UPLOADING YOUR PRESENTATION. THE DEADLINE FOR PRE-SUBMITTING YOUR PRESENTATION ELECTRONICALLY WILL BE JANUARY 16, 2020.**

The pre-submission upload process of your presentation is broken into three parts: the Login, the Upload, and the Confirmation.

**1. Login** - The e-mail notification will provide a URL, "unique identifier," and password. This "unique identifier" and password will be queried against ACFAS's database of presenters and if validated by the server, you will be sent to the Upload page.

**2. Upload** - On this page, you will be presented with information about when and where you are presenting. You will need to upload a file for each of your presentation titles. If you have nothing to upload for a particular title, an "opt out" checkbox is available. During the upload process, you will see a progress bar that "accurately" indicates the amount of time left before the upload is complete.

**3. Confirmation** - After the files are successfully written to the server, you will be sent to the confirmation page, where you are shown a listing of the files that were successfully uploaded to the server. During this process, an email is created and sent to you and the ACFAS technical crew, reiterating this same information. Also, our internal presentation database is updated, to indicate the date and time that you uploaded your presentation. You will then be asked to logout to finish the process.

**4. Onsite Confirmation**- All Speakers are required to upload their presentations through the Pre- Submission Site and check into the Speaker Ready Room to properly distribute your presentation to the presentation room. Presenters with presentations that are not loaded in the presentation server will be sent back to the Speaker Ready Room to submit their presentation.

Presenters with large, embedded video movie files within their PowerPoint presentations should make it a point to deliver their presentation media to the speaker ready room for review and loading of their presentation onto the show server **in person**. Otherwise, the upload process of your presentation on-line could take a very long time, even with high-speed connectivity to our site.

## **SPEAKER READY ROOM HOURS**

Technicians will be there to assist during the hours of operation:

- Tuesday 2/18/20 – 7:00 am – 6:00 pm
- Wednesday 2/19/20 – 6:30 am – 5:00 pm
- Thursday 2/20/20 – 6:30 am – 5:00 pm
- Friday 2/21/20 – 6:30 am – 5:00 pm
- Saturday 2/22/20 – 6:30 am – 10:30 am

Please submit your presentation utilizing one of the following media types:

- USB Mini Drives – Any brand as long as they do not require drivers.
- Memory Cards (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Please contact [rut@cogentexpert.com](mailto:rut@cogentexpert.com) with questions.