



PRESENTER GUIDE

2019 HLC Annual Conference

Roadmaps for Student Success / April 5–9, 2019

Congratulations on being selected as a presenter for the 2019 HLC Annual Conference. Presenters are asked to submit information related to their presentations in **HLC's Presenter Portal**. The portal identifies assigned tasks with specific deadlines prior to the conference.

Please read this document thoroughly to ensure a successful presentation and keep this guide as a resource through the end of the conference.

PRESENTATION MANAGEMENT SYSTEM—REMINDER

HLC is using the Presentation Management system again for this year's conference. All meeting rooms will be equipped with a Windows laptop on a network connection, and presentations will be deployed from a central server. Final presentations will be uploaded to the server by the primary presenter via the Presentation Management system beginning in early March. Presenters should not bring their own laptops for presentation purposes.

DEADLINES

PRIMARY PRESENTER

All correspondence related to the presentation will be routed through the primary presenter. It is the primary presenter's responsibility to inform co-presenters of any pertinent information.

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| December 7 | Review and Approve Terms and Conditions |
| | Review Presentation Title and Description |
| January 14 | Update Presenter Information |
| | Confirm Co-presenters |
| | Approve Final Presentation Title and Description |
| February 4 | Register for the Conference (Early Bird Deadline) |

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| February 15 | Request Audio Components |
| March 15 | Upload Slides and Supporting Documents for Mobile App Launch |
| April 4 | Submit Final Presentation for Presentation Management system |
| April 5 | Annual Conference Begins |

CO-PRESENTER

Co-presenters should complete the following tasks and be on the lookout for emails from the primary presenter.

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|------------|---|
| January 14 | Update Presenter Information |
| February 4 | Register for the Conference (Early Bird Deadline) |
| April 5 | Annual Conference Begins |

TASKS

REVIEW AND APPROVE TERMS AND CONDITIONS

DUE DECEMBER 7

Primary presenters must review and accept the terms and conditions of presenting at the annual conference. These include the condition that the presentation given at the conference will match the topic and description that were submitted in the Call for Proposals and accepted by HLC.

REVIEW PRESENTATION TITLE AND DESCRIPTION

DUE DECEMBER 7

Primary presenters must review and update the presentation title and description as necessary. This information will be further reviewed and potentially edited by HLC. Final approval of the title and description will be required in a separate task due January 14 (see below).

KEEP THIS GUIDE FOR REFERENCE THROUGH THE END OF THE CONFERENCE.

UPDATE PRESENTER INFORMATION

DUE JANUARY 14

Presenters must confirm or update their information for use in conference materials, such as the program book and mobile app.

CONFIRM CO-PRESENTERS

DUE JANUARY 14

Presenters must confirm the co-presenters listed on the session. Presenters can make requests to add or remove presenters from this task.

APPROVE FINAL PRESENTATION TITLE AND DESCRIPTION

DUE JANUARY 14

Presenters must approve the final version of their presentation title, description and keywords, which may have been edited by HLC. If the title and description need to be updated, further changes may be requested in this task.

This information will be published on HLC's event site in mid-January and displayed in conference materials, such as the program book and mobile app.

Note: This task will not be visible until early January. Presenters will receive notification once the task is ready for completion.

REGISTER FOR THE CONFERENCE

EARLY BIRD DEADLINE: FEBRUARY 4

All presenters must register for the conference, regardless of whether they plan to attend other sessions or programs, in order to receive a conference badge and access to conference facilities.

For their contribution, presenters speaking in the General Program will receive a discount on the registration fee for that program. Presenters invited to speak at a pre-conference workshop or program (the Accreditation Workshop, Eligibility Workshop or Peer Corps Program) will receive complimentary registration for that workshop or program.

Presenters must use the password that was sent within the selection notification email to ensure the proper discounts are applied. Questions about registration should be directed to Brittany Joseph at bjoseph@executiveevents.com.

HOTEL INFORMATION

The annual conference will be held at the Hyatt Regency Chicago and Swissotel, located in Chicago.

HLC has contracted sleeping rooms at several hotels downtown. Information regarding specific conference hotels is available on the [Hotel and Travel Information](#) page on the HLC website. Presenters should secure their sleeping room reservations at one of the hotels using the reservation links on that page.

HLC recommends making sleeping room reservations early, as the room blocks often sell out before the early bird deadline.

CONFERENCE INFORMATION

For more information about the annual conference, see hlcommission.org/conference. The site is continually updated as new information becomes available.

REQUEST AUDIO COMPONENTS

DUE FEBRUARY 15

HLC will provide up to four sound devices per meeting room, based on the needs of each presentation as specified by the primary presenter. The most common combination will be three lavalier microphones and one handheld microphone for Q&A. Presentations that have additional voice or musical components require a direct link from the laptop to the sound system, which counts as one sound device and therefore reduces the number of microphones available.

UPLOAD SLIDES AND SUPPORTING DOCUMENTS FOR THE MOBILE APP LAUNCH

DUE MARCH 15

As in years past, HLC will post presenter-provided electronic slide presentations and supporting documents on its conference mobile app. Primary presenters must submit these documents via the Presenter Portal. This is separate from the "Final Presentation Submission" task below.

Note: Presenters may create two different versions of their presentation—one as a preview for the mobile app, along with supporting documents, and one as the final presentation to be projected into the meeting room.

SUBMIT FINAL PRESENTATION FOR THE PRESENTATION MANAGEMENT SYSTEM

DUE APRIL 4

Primary presenters are required to submit the final version of their presentation using the Presentation Management system prior to the conference. The website will begin accepting submissions in early March

and will allow updates through Thursday, April 4, at 3:00 p.m. Presentations submitted through this system are strictly for projection to the assigned meeting room and will not be distributed into the mobile app. To update the slides in the mobile app, log into the Presenter Portal and upload new PDFs.

At the conference, primary presenters are required to check-in at the Speaker Ready Room, located in Grand Suite 2, immediately after checking in at the Registration Desk or at least 4 hours prior to their presentation. For more information, review the “General Information” section below.

Note: This task will be visible in the Presenter Portal but should not be completed until the Presentation Management system is open to accept presentations. Once the site has opened, each primary presenter will receive an email containing a system-generated username and generic password to access the website. Further instructions will be provided for creating a new password after your initial login.

GENERAL INFORMATION

CANCELLATIONS

All cancellations must be sent in writing to Rachel Zibrat at rzibrat@hlcommission.org and Jillian Skelly at jskelly@hlcommission.org.

MEETING ROOM SETUPS

All meeting rooms will be equipped with a head table, podium, presentation computer, LCD projector and screen, and up to four sound devices. Many presentations will be held in large ballrooms that seat 300–500 people. In these rooms, the presenters typically stand on an elevated stage. Most stages have several stairs.

Presenters will be notified of their assigned presentation type in the selection notification email. Presentations will be one of the following types:

- Informational Presentation—Theater-style seating
- Panel Presentation—Theater-style seating
- Seminar—Banquet-style seating

Meeting room assignments will be sent by early March.

TECHNICAL SUPPORT

PRE-CONFERENCE

For questions related to the tasks in the Presenter Portal, please contact annualconference@hlcommission.org.

For questions or assistance related to submitting your final presentation through the Presentation Management system, please contact PresentationManagement@freemanco.com.

ON-SITE AT THE CONFERENCE

All presenters must check in at the Speaker Ready Room, located in Grand Suite 2, immediately after checking in at the Registration Desk, or least 4 hours prior to their presentation, to:

- Test their presentations
- Confirm the working condition of any presentation enhancements (such as embedded video or sound)
- Make any last-minute adjustments
- Give final approval for distribution of the presentation into the meeting room

Presentations cannot be loaded directly onto the presentation laptop in the assigned meeting room.

A technician will be available for assistance in the Speaker Ready Room during the following hours of operation:

Date	Time
Thursday, April 4	3:00–7:00 p.m.
Friday, April 5	7:00 a.m.–7:00 p.m.
Saturday, April 6	7:00 a.m.–7:00 p.m.
Sunday, April 7	7:00 a.m.–7:00 p.m.
Monday, April 8	7:00 a.m.–7:00 p.m.
Tuesday, April 9	7:00–10:00 a.m.

MEETING ROOMS

Presenters should arrive in their assigned meeting room at least 10 minutes prior to their session to launch the presentation and test the audiovisual equipment.

Experienced audiovisual technicians are available to help presenters set up as needed and assist with issues that may arise prior to and during the presentation. Presenters should not keep the audience waiting while the technicians work on the problem, but rather be prepared to begin speaking without the audiovisual technology. HLC also recommends that presenters bring a backup version of their presentation and video files (if applicable) on a flash drive in case of issues with the network connection between the presentation laptop and the central server.



TIPS ON PREPARING A PRESENTATION

FORMAT

The Presentation Management system is optimized for PowerPoint presentations, whether created on a PC or a Mac. To ensure the best-quality display of embedded photos and videos, all .PPT files should be converted to the .PPTX format. Keynote and Prezi are not supported and cannot be used for this conference.

Presenters whose sessions are taking place at the Hyatt Regency should set their presentation to the standard 4:3 aspect ratio. Those who are presenting at the Swissotel should set their presentation to the 16:9 aspect ratio. For detailed instructions on how to set the aspect ratio, visit [Microsoft's Support Portal](#).

FONTS

Presenters should use a standard Office 2013 font, such as Times New Roman, Arial or Tahoma, that is easy to read from a distance. Custom or licensed fonts are not supported and will cause words to bleed into graphics or bullet points to be of the wrong style.

Use a font size that will allow everyone in the room to read the materials. The ideal font size is between 30 and 46 points.

INTERNET ACCESS

Due to potential buffering issues with the general conference Wi-Fi connection, HLC discourages the use of live internet connections during presentations. Dedicated hard-wired connections are not available.

VIDEO AND SOUND

Presenters who wish to show a video or play sound during their presentation must compress and embed the content into their PowerPoint for best results. Instructions on how to properly embed video and/or sound will be provided in the Presentation Management system in early March. HLC strongly discourages the use of YouTube videos, as they require an active internet connection. Presenters should have all video files copied to a flash drive in case of technical issues.

Note: QuickTime is not native to Windows computers, so all video files must be converted to MP4 format to allow for proper operation in PowerPoint.

GRAPHICS

For presenters who wish to show content from an online source, HLC recommends embedding screenshots of the content within the slideshow. Use common image formats such as JPG, PNG and GIF to ensure they work on the laptop provided.

COLORS

Since presentations are held in well-lit rooms, slides that have a high degree of contrast between the text and the background color will be easiest for everyone to read.

MOBILE-FRIENDLY VERSION

When preparing a presentation for upload to the mobile app, please convert PowerPoint files to PDFs, as this format provides the best viewing experience on mobile devices.