

CELEBRATING COLLABORATIONS

Guidelines For Submitting Presentations

If you are using a digital slideshow (e.g., PowerPoint) for your presentation, please save a copy of it and email the file as an attachment to collabs@smith.edu no later than **Wednesday, April 15**. We will load the file onto the computer in the classroom where you will be presenting.

Please name your file the following way:

SessionNumber_RoomNumber_PresenterLastName,FirstName.ppt

Do not use any spaces in the file name.

Here is an example of what a correct file name for a presentation with ONE presenter should look like:

2_101_Smith,Sophia.ppt

If your presentation has multiple presenters, include the last names of all presenters.

Here is an example of what a correct file name for a presentation with THREE presenters should look like:

3_311_Smith,Zhang,Vitaly.ppt

Here are the Session Numbers to use in naming your files:

Session 1:	9:30-12:00	AM Extended Presentation Session
Session 2:	10:45-12:00	Morning Presentation Session
Session 3:	1:30-2:30	Early Afternoon Presentation Session
Session 4:	1:30-4:00	PM Extended Presentation Session
Session 5:	2:45-4:00	Mid-Afternoon Presentation Session

Can I use my own laptop? No, please do not bring your own computer. The computers in the classrooms are already connected to the projector. Using the equipment already in the room will reduce the chance of technical difficulties and will make things run more smoothly and quickly for everyone.

What if I've used special fonts or graphics, or created my file on a Macintosh? As long as your fonts and graphics are embedded in your presentation (not just linked from a Web site or a folder on your hard drive), it should be easy to transfer your presentation to the computer in the room where you will present.

Should I bring a back-up of my file? Yes, bring a back-up copy of your file on a jump/flash/stick drive.

Should I come early to my session? Yes, please arrive 5 minutes early to make sure that your file has been successfully loaded onto the computer.

What if something goes wrong with my file or the equipment? There will be a designated faculty member, staff person, or student serving as a Session Coordinator in each classroom to ensure that things run smoothly. There will also be student workers from Classroom Support available in case additional help is needed.