NCUR 2027 Guidelines

UPLOADING YOUR PRESENTATION

Presentations can be uploaded either onsite at the Speaker Ready Room or online prior to the conference via the presenter upload site.

When the presenter upload site is ready you will receive an email from CUR with the URL and initial password to access the site. The site is scheduled to open on **Thursday, March 25, 2027**.

The deadline to upload slides, is **11:59 PM Eastern Time on Thursday, April 8, 2027**. If you have missed the upload deadline, you must visit the onsite Speaker Ready Room as early as possible before your session to upload your slides.

The location of the Onsite Speaker Ready Room will be Room TBC. The hours will be:

- Monday, April 12, 2027: 1:00-6:00 pm ET
- Tuesday, April 13, 2027: 7:00 am-5:00 pm ET
- Wednesday, April 14, 2027: 7:00 am-5:00 pm ET

Electronic files must be submitted online or in the Speaker Ready Room using one of the formats listed below:

- PowerPoint 2021, PowerPoint 365 or earlier version
- Preferred video format:.mp4
- Acceptable video formats (may require conversion, please allow extra time) .mov,. Avi, .mpg, .mp4, .wmv
- PDF Reader: Adobe Acrobat. Note: Acrobat PDF documents will be displayed from the PC in the session room.
- Mac users, please submit your presentation in PowerPoint or as a PDF. Keynote is not supported.
- If you bring your presentation on a USB drive to the Speaker Ready Room, the drive should be **PC-formatted (exFAT recommended)**. If you do not have an exFAT-formatted drive, one will be available in the Speaker Ready Room.

Note: Internet access is **not** provided on the presentation computers in the oral session meeting rooms and all presentation content must run from the local machine. Web-based presentations, including but not limited to Google Slides, Canva, and Prezi, will not be supported or accepted.

Helpful Tip: We recommend testing your PowerPoint on your own computer without an internet connection prior to arriving on-site. This will ensure that any embedded audio or video files play correctly from a local source.

16:9 High-Definition Projection in all session rooms

We will be providing computer systems and projectors that display at 1920×1080 resolution. This high-definition display will enhance the quality of your presentation by providing a bright, clear image in the session room.

To take full advantage of the widescreen display, you should create your presentation in a 16:9 aspect ratio.

PowerPoint Presenter View Support

Please note that PowerPoint Presenter View will **not** be supported at this event.

SPEAKER READY ROOM BASICS

Presentations must be reviewed in the Speaker Ready Room to be certain the fonts and videos are displayed correctly.

If you cannot upload your presentation onsite 24 hours before your session, that is okay. Please go to the Speaker Ready Room as early as possible before the start of your session. Checking in at the Speaker Ready Room on-site is the most important step you will take to ensure your presentation is a success. Please make sure you come to the Speaker Ready Room well in advance of your scheduled presentation time to preview your presentation and ensure everything appears correctly. We recommend arriving at least **4 hours prior to your presentation time (when possible)** to ensure a smooth experience. If you arrive too close to your scheduled time, we will assist you as best we can; however, due to potential IT needs and wait times, we cannot guarantee a seamless process.

When reviewing your presentation in the Speaker Ready Room, ensure all fonts appear as expected, and all audio/video clips play properly. You may edit your presentation at this time. Once you have finished reviewing your presentation and verified it is ready, the audiovisual staff will queue your presentation.

Important Reminder

We recommend bringing a copy of your presentation file on a USB drive to the meeting in case there are issues with your presentation.

The file will then be transferred to the computer network at the Meeting. When the presentation is to be given, the file will be loaded on the computer in the oral session room. Once the presentation has started, the speaker will control the program using a computer mouse. At the end of the meeting, all files will be destroyed.

AUDIOVISUAL EQUIPMENT AND SUPPORT

A/V equipment

Each session room is equipped with a Presentation Windows laptop. (**Note:** Presenter View is not supported). A computer audio connection to the house sound system is provided for audio playback from either presentation system.

PC Configuration

- Processor: a minimum Core i7 2.93 GHz 16 GB RAM
- 1920 x 1080 at 24-bit color depth (16:9 High Definition)
- Microsoft Windows 10 Professional (fully updated)
- Microsoft Office 2021 Professional (fully updated)
- Windows Media Player (Version 12)
- Adobe Acrobat Reader (Latest Version)

Important Reminder

Personal laptops CANNOT be used in meeting rooms while giving your oral presentation. You must upload your visuals at the Speaker Ready Room. Speaker Ready Room personnel are not responsible for your devices (i.e., memory cards, disks, laptops, etc.)