TRB Annual Meeting Visual Aid Submission Instructions
Visual Aids Online Submission is open from December 10 – January 9.

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Introduction

TRB requires paper and invited presenters in workshops and lectern sessions to submit presentations in advance via the Online Visual Aid Submission Site or in the On-site Speaker Ready Room in the Convention Center, Street Level, Salon F. We also encourage all workshop and lectern session presenters to check in at the On-site Speaker Ready Room at least one-hour before their session begins, including those who have uploaded their presentations in advance.

Please refer to the table below for the requirements:

WHO I AM	For Presentation	For Online Program*	Check-in at On-site Ready Room
Presiding Officer – Workshop	Optional	Optional	Encouraged
Presiding Officer – Lectern Session	Optional	Optional	Encouraged
Presiding Officer – Poster Session	Not available	Not available	Not available
Presiding Officer – Committee Meeting	Not available	Not available	Not available
Paper Author – Workshop	Required	Required	Strongly encouraged
Paper Author – Lectern Session	Required	Required	Strongly encouraged
Paper Author – Poster Sessions	Not available	Required	Not necessary
Paper Author – Committee Meeting	Not available	Required	Not necessary
Invited Presenters – Workshops	Required	Encouraged	Strongly encouraged
Invited Presenters – Lectern Session	Required	Required	Strongly encouraged
Invited Presenters – Poster Session	Not available	Encouraged	Not necessary
Invited Presenters – Committee Meeting	Not available	Encouraged	Not necessary

* TRB Annual Meeting Online Program includes research summaries, presentations, and posters, which are all available after the Annual Meeting.

Technical Questions?
For additional information, contact the Support Team at TRB's audiovisual vendor, **Encore Presentation Services, c1@encoresupport.com.**

Presentation Files and Their Use

Particular attention should be given to the following items when uploading visual aids for the Online Visual Aids Submission Site.

- **One Presentation File Per Presentation**
  Only ONE (1) PowerPoint or PDF can be uploaded for each presentation. If you have multiple, Only ONE (1) PowerPoint (.pptx) or PDF may be uploaded per presentation, so if you are co-presenting with others, only one of you should submit the file, and it must be a single file. If the visual aids incorporate audio or video, it should be embedded within the PowerPoint (.pptx) or PDF file. Multiple video, audio, or font files are permissible. If you use Prezi, please convert the Prezi presentation to a PDF or contact technical support if you have questions.
- **Video or Special Font Formats**
  The system will only accept .pptx files. If you try to upload older versions, you will get an error message. Presenters using a .pptx file do not need to upload their video or special fonts separately, as it will be embedded in the .pptx file. Slides should be formatted for 16:9 aspect ratio. The recommended video format for Windows-based presentations is Windows Media (.wmv). Use short video segments when needed and try to keep the file to less than 20 MB for best results. PowerPoint embeds still images directly into the software when you save them. Be sure to bring a backup copy of your video files and the PowerPoint files to the meeting on a USB flash drive.
- **Macintosh Users**
  Inserted images must be JPEG or PNG file-types. QuickTime (.mov) files are an acceptable video format. Program presenters using Apple Keynote files can be saved as a PowerPoint file (.pptx) and uploaded to the Submission Site. Apple Keynote users can also bring their files directly to the On-site Speaker Ready Room on a USB flash drive to have them correctly transferred to the Submission Site.

Presenters will not need to bring a computer to the session room, computers will be supplied by TRB in each room. The computer will be at the technician table pre-loaded with all presentations. Running all visual aids with this computer facilitates a professional and stress-free session. Once the presentation is launched, the program presenter will advance their visual aid from the lectern using a remote control.

The presentations are made available after the meeting through the Annual Meeting Online Program. Archiving the visual aid presentations provides an enduring educational resource for Annual Meeting attendees and to the many transportation professionals around the world who were unable to attend.

How to Submit Your Presentation

Advance Online Visual Aid Submission Site is open from December 10 – January 9
The TRB Visual Aid Submission Site is managed by Encore, the official audiovisual provider for the meeting. To upload your materials, go to our **Online Visual Aids Submission Site**, click the "Forgot your password?" button, and enter the address to which your invitation to present was sent. Please create a password, and then follow the instructions on the submission website. For detailed step-by-step instructions, read our Visual Aids Upload Instructions.

Please make sure to upload all media files required for your presentation. If you have multiple presentation files for one presentation, then merge them into one file before uploading. Please delete older uploaded versions. Note: Only one (1) PowerPoint (.pptx) or PDF is permitted per presentation.

If your visual aid requires a special software that only your laptop contains, please **contact TRB** in advance with your name and session number. The ability to run a presentation from your laptop may be approved, once your particular situation is assessed. TRB cannot pay for any visual aid needs that require extra labor or equipment.

On-site Speaker Ready Room Submission
The On-site Speaker Ready Room is located at **Convention Center, Street Level, Salon F**. Advance submissions are strongly encouraged. Whether you uploaded your file online in-advance, please report to the On-site Speaker Ready Room one-hour before your session to check-in, upload, and to preview your presentation. Audiovisual technicians will be available to assist with uploading your submission. Program presenters are required to provide identification in order to submit their visual aids on-site.

On-site Speaker Ready Room hours of operation are:
Convention Center, Street Level, Salon F

Saturday, January 4	3:00 PM – 7:00 PM
Sunday, January 5	7:00 AM – 6:00 PM
Monday, January 6	7:00 AM – 6:00 PM
Tuesday, January 7	7:00 AM – 6:00 PM
Wednesday, January 8	7:00 AM – 4:30 PM

Bring a Backup
Be sure to bring a backup copy of your visual aid to the meeting on a USB flash drive. An audiovisual technician will be available in the On-site Speaker Ready Room for visual aid file transfers from your laptop; however, using a USB flash drive for Visual Aid Submission is recommended.

Checking-In
Checking-in at the Speaker Ready Room is the most important step you will take to ensure a successful presentation. When reviewing your visual aid in the Speaker Ready Room, make sure that all fonts, images, and animations appear as expected and that all video clips are working properly. The session room computers are the same as the Speaker Ready Room computers; therefore, if the visual aids do not run properly in the Speaker Ready Room, they will not run in the session room.

Workshop & Lectern Session Presentations
All Workshop & Lectern Session program presenters with visual aids are encouraged to submit their presentation, preferably in advance, and to check-in. On-site uploading and checking-in must be done at least one-hour before the session to provide enough time for their presentation to be electronically transferred to the session room. The Speaker Ready Room equipment and staff are there to help program presenters make sure that their presentation runs properly, to confirm the order of the presentations, and/or to make last minute changes to the presentation. Edits may be made to your visual aid up to one-hour prior to the start of the session (not your presentation start time) in the Speaker Ready Room.

If you are unavoidably delayed, and cannot check-in at the Speaker Ready Room, go directly to your session room and provide your presentation on a USB flash drive to the audiovisual technician at the back of the room.

Poster Session Presentations
Poster session presenters have the opportunity to submit their presentations and make them available post event in the Annual Meeting Online Program via the Online Visual Aid Submission Site or in the On-site Speaker Ready Room. Visual aid submissions for a poster session presentation may be an Adobe Acrobat (pdf) image of the entire poster (providing it is readable) or a presentation of multiple slides summarizing the poster and/or paper.

Committee Meeting Paper Author Presentations
Program presenters delivering peer-reviewed papers at a committee meeting have the opportunity to submit their presentations in advance via the Online Visual Aid Submission Site or in the On-site Speaker Ready Room to make them available post event, in the Annual Meeting Online Program.

Plan to arrive in your meeting room a half hour prior to the start of the committee meeting. TRB will provide a data projector and screen for slides. We do not provide a computer, software, or audiovisual technician in committee or subcommittee rooms. Your visual aid will *not* be electronically transferred to the committee meeting room, therefore, you should bring a laptop computer and we advise bringing a back-up copy of your presentation on a USB flash drive.

Technical Questions?
For additional information, contact the Support Team at TRB's audiovisual vendor, **Encore Presentation Services, c1@encoresupport.com.**