



## MISHC Virtual Speaker AV Guidelines

### PRESENTATION FILE TYPE

- Your slide presentation will be added to our master slide deck. You will have control of the screen and your slides when you are presenting. *We prefer not to switch between laptops during the meeting.*
- We support the following file types: PowerPoint .pptx
- Please use slide size "Wide Screen" 16:9 Format
- A MISHC [Power Point template](#) is available if you wish to use it (located in the "General Resources" folder)

### ONE WEEK IN ADVANCE

- Upload your completed presentation to our [Dropbox folder](#) **one week in advance.**

### THE DAY OF

- Please sign on 10 minutes early to test functionality and practice screen control.
- If you have notes in your slide deck, you may not be able to see them in presentation mode. **Please print your notes beforehand if necessary.**
- When it is time to present, please turn your video on and unmute yourself.
- Please note there may be a slight delay in advancing to the next slide.
- If there are polls in your presentation, they will be run by the slide master.

If you have any special AV needs or requests, please contact [Pam Benci](#) via email or by phone (734) 645-9678 asap.