



## **IN-PERSON PRESENTER GUIDELINES**

### **MEETING LOCATION**

**Big Sky Resort (Yellowstone Conference Center – Missouri Ballroom)**

50 Big Sky Resort Road

PO Box 160001

Big Sky, MT 59716

[www.bigskyresort.com](http://www.bigskyresort.com)

### **DRESS CODE**

Attire for the WTA Annual Meeting is casual. ***Suits and ties are strongly discouraged for presenters.*** It is perfectly acceptable to present in jeans and/or ski pants. You will be mocked if you dress up.

### **AUDIO VISUAL**

The preferred presentation format is 16:9 widescreen. We will be using a PC with Windows 10, latest updates.

If your presentation has video, the following file types are accepted:

- Windows Video file: .asf or .avi
- MP4 Video file: .mp4, .m4v, .mov
- Movie file: .mpg or .mpeg
- Adobe Flash Media: .swf
- Windows Media Video file: .wmv

### **UPLOAD YOUR PRESENTATION FOR IN-PERSON PRESENTATION**

Please upload your PowerPoint to <https://tinyurl.com/wta2022>, at least 24-hours prior to your presentation time. Save your file as “Session#\_Last Name” (for example if Carrie Steffen is presenting on Thursday afternoon, the file would be saved as Session8\_Steffen).

As a last resort, you may bring your PowerPoint presentation on a flash drive to load with Jerry Gipper, our “AV Guy”. Jerry will be around Sunday evening and at the conference room one hour prior to each session.

If you would like us to test any videos prior to your arrival, upload the presentation to <https://tinyurl.com/wta2022> and email [jerry.gipper@gmail.com](mailto:jerry.gipper@gmail.com) requesting him to test it out.