

Southeast Decision Sciences 2010 Meeting

Wilmington, NC - February 17 - 19

Instructions for presenters

Note: We will not have Internet access through the conference in any of the meeting rooms, so prepare accordingly. If you have your own wireless connection that you would like to bring, please do so.

SEDSI will provide an Epson PowerLite 1715c electronic media projector in each presentation room during our conference. These projectors do NOT require a computer. You will need to have your presentation saved in an electronic format (no transparencies). You have two options:

1. You can bring your presentation on a flash drive and transfer it directly to the projector provided by SEDSI. **In order to use this capability your presentation must be stored in a specified format as described below.**
2. You can bring your presentation on your own computer. You will need to bring your computer to your session and connect your computer to the projector provided by SEDSI. Please note, SEDSI will **NOT** provide computers for presenters. you must provide your own computer.

***** We will not have the old style overhead projectors as in past conferences *****

In preparing for your presentation, I offer you the following options for this year's meeting with abbreviated instructions. Regardless of the option you choose, please take a few minutes to look over basic projector operations found at the following link for the Epson PowerLite 1715c [Quick Setup Manual](#).

Option #1 - Preparation steps if you bring your presentation on a USB Flash Drive

1. Install EMP SlideMaker 2 Software v1.20 found at the following site ([Epson PowerLite 1715c Drivers & Downloads](#)) on to your computer. After installation is complete, an EMP SlideMaker 2 icon will appear on the desktop of your computer.
2. Prepare your PowerPoint presentation as you normally would. Make sure it is complete before going to step 4
3. Drag the unopened PowerPoint presentation file from step 2 to the EMP SlideMaker 2 icon on your desktop. (Note: The EMP SlideMaker 2 program should NOT be running when you do this step.)

4. The EMP SlideMaker 2 program will initiate and indicate your presentation will be played. Click "Continue".
5. After the analysis, a screen will appear reporting the estimated time to convert the file. Click the "Start" button on this screen.
6. The entire PowerPoint presentation will cycle through on your screen. After it is finished, a black screen will appear, with the message "End of Slide Show Click to Exit". Click the screen to exit as instructed.
7. A dialog box will appear asking for the storage destination. Insert your USB flash drive in a USB port on your computer. In the dialog box on the screen, browse to the destination of your flash drive. Click "OK". A second confirmation screen will appear indicating where the presentation will be copied. Click "OK".
8. A dialog box will appear asking if you wish to "auto run the exported scenario". Click "Yes". (This will enable the presentation to automatically start when you plug the flash drive into the projector at the meeting. Otherwise, you will have to manually start the presentation on the projector console or with the remote control. **If you plan to include more than one presentation on the flash drive, you should click "No" and opt for the manual selection method.**)
9. A dialog box will appear asking if you wish to edit the autorun feature. In the box are two panes entitled "Scenario List (F:)" and "Autorun Scenario List (A:)". Click the scenario filename appearing in the Scenario List (F:) pane so that it is highlighted. Click the ">>" arrow button between the panes and the file name will appear in the Autorun Scenario List (A:) pane. Click on the "OK" button.
10. The presentation is completed and shows as a series of thumbnails on the display area. You may preview the show, by clicking the Preview icon (4th from the right on the EMP SlideMaker 2 Tool Bar)
11. For each additional presentation, start at step 2.

For more detail, please refer to the Chapter 5 in the Instruction Manual found at the following link: [Epson PowerLite 1715c Instructional Manual](#).

Option #2 - Bring your presentation on your laptop computer. You will link your computer to the SEDSI projector. The cable types available are VGA video port or Type B USB cables. SEDSI will provide these cables.

For more detail, please refer to the Chapter 3 in the Instruction Manual found at the following link: [Epson PowerLite 1715c Instructional Manual](#).

Please note that there will be limited technical support available at the Conference site. Please be sure you are very familiar with the relevant information in the Instructional Manual if you are going to use this option.