

# IMS 2009 Oral Presentation Upload Instructions

For IMS2009, oral presentations will be centrally stored on a server in the Boston Convention & Exhibition Center (BCEC) and will be accessible from each of the session rooms. Therefore, presentations must either be uploaded online prior to the conference from 25 May through 5 June at [www.projectionnet.com/IMS/index.html](http://www.projectionnet.com/IMS/index.html) or uploaded on site in the Speaker Ready Room (SRR), Room 212 of the BCEC, starting on Sunday, 7 June. Speakers will have access to their uploaded files in the SRR and can update and view their presentation files as needed up to 15 minutes prior to the start of their session.

**All presentations should be supplied in Microsoft PowerPoint file format and uploaded at least 15 minutes prior to the start of the session in the SRR if it was not previously uploaded online.** It is highly recommended that speakers upload and view their presentation a day prior to their session so that any problems can be addressed. All speakers should view their presentation prior to the session to ensure it will display properly on IMS computers. Technicians will be available in the speaker ready room to assist with uploads and help correct any display/upload issues.

## **Online Presentation Upload Process**

Your e-mail address will be your username for the uploading and viewing process either online or in the speaker ready room. The initial password will be "IMS2009". All files will be organized by number, time, day, room number and last name. You will receive a confirmation e-mail if you use the online upload process and you can update your presentation as many times as necessary.

**The online pre-submission upload process of your presentation is broken into three parts:**

**1. Login** – Go to [www.projectionnet.com/IMS/index.html](http://www.projectionnet.com/IMS/index.html) and log-in using your presenter's e-mail address and the initial password "IMS2009". You will be asked to choose a new password. The e-mail and password will be queried against IMS database of presenters and if validated by the server, you will be sent to the Upload page. You need to use the presenter's e-mail address as it was supplied to IMS during the uploading of your Final Manuscript as the presenter, or wait until you are on site to use the speaker ready room to consult with a technician there.

**2. Upload** - On this page, you will be presented with a "data grid" which displays information about when and where you are presenting. You will be asked to create a folder on your hard drive, name the folder according to our instructions and put your presentation and any accompanying files within it. You will then use a special "applet" on the web page to find the folder you just created on your hard drive, and upload it. During the upload process, you will see a progress bar that "accurately" indicates the amount of time left before the upload is complete.

**3. Confirmation** - After the files are successfully written to the server, you will be sent to the confirmation page, where you are shown a listing of the files that were successfully uploaded to the server. During this process, an e-mail is created and sent to you, reiterating this same information. Also, the internal presentation database is updated, to indicate the date and time that you uploaded your presentation. You will then be asked to logout to finish the process. The technical support e-mail address is [IMS@projection.com](mailto:IMS@projection.com) if you have any questions.

**Important Notes:**

Presenters with large, embedded video movie files within their PowerPoint presentations should deliver their presentation media **in person** to the BCEC speaker ready room 212 for review and uploading of their presentation onto the server, preferably at least one day prior to their session. Otherwise, the upload process of the presentation on-line could take a long time, even with high-speed connectivity to the web site.

**All presenters are asked to visit the Speaker Ready Room, located in Room 212 of the Boston Convention and Exhibition Center (BCEC) preferably one day prior to their session.** At this time you will confirm your arrival, deliver the latest version of your presentation (if required) and be given the opportunity to review your presentation. Presentation review is an important part of the process because you may experience compatibility issues when moving your presentation onto the local computers.