

AUTOMATE POWERPOINT GUIDELINES

To ensure your presentation is approved and displays correctly on the day of your presentation, please follow the guidelines below:

1. Use the Provided Template

For Conference speakers, build your presentation directly in the Automate PowerPoint template. You do not need to use every slide included in the deck; however, you **must use at least one version** of the following official template slides:

- Title slide
- Introduction slide
- Agenda slide
- Contact Information slide

2. Keep the Automate Branding Visible

For Conference speakers or anyone using the Automate PowerPoint template, do not cover, remove, resize, or alter the Automate logo. It must remain clearly visible on all template slides where it appears.

3. Fonts Must Be Embedded

For Conference speakers, the Automate fonts are already embedded in the Automate PowerPoint template and **should be used whenever necessary** to maintain consistent branding and readability. For other speakers, you are responsible for embedding any custom fonts in the PowerPoint file before submission to prevent formatting issues.

4. Embedded Videos Are Supported

Videos may be embedded directly into your PowerPoint file. Please ensure:

- The MP4 video file is embedded into the slide and is not linked externally to the internet or Google Drive
- Audio is enabled and set to play if applicable
- Playback settings are configured correctly:
 - **Play Automatically** or **On Click**, depending on your preference
 - **Loop** if the video needs to continuously replay
- The video plays correctly in Slide Show mode

5. File Format Requirements

Your presentation must be submitted as a **PowerPoint (.pptx) file**. We **do not accept** other formats such as Google Slides, PDFs, or Keynote files. If your presentation was created in another program, please convert and finalize it in PowerPoint before submitting.

6. Use Standard Slide Dimensions

Keep the presentation in **16:9 (widescreen)** format. Do not change the slide size from the original template settings.

7. Keep Content Within Safe Margins

Avoid placing important text, logos, or visuals too close to the edges of slides. Screens at live events can crop slightly depending on display settings.



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8. Test in Slide Show Mode

Review your presentation in full Slide Show mode before submitting to confirm:

- Animations function correctly
- Videos and audio play properly
- Fonts display as intended
- Slide transitions appear as expected

9. Use Animations Sparingly

Simple animations (Appear, Fade) are best. Avoid excessive or complex transitions that may not render consistently on event machines.

10. Compress Media Files (If Needed)

If your file is large, use PowerPoint's **Compress Media** feature to reduce file size while maintaining quality.

11. File Naming

Submit your file using the requested naming convention (e.g., *Speaker First Name-Speaker Last Name.pptx*) to help the production team stay organized.

12. Submit to the Appropriate Dropbox by May 22, 2026

All final presentations must be uploaded to the assigned Dropbox folder no later than May 22, 2026, to ensure they are received and reviewed on time.

13. Reach Out for Technical Questions

If you encounter any issues with formatting, media playback, or embedding, contact the conference team (conference@automate.org) in advance to avoid last-minute problems.