The following are suggestions to make your presentation go as smooth as possible during the Heartland Conference.

- Include your name(s) on the first PowerPoint Slide
- Include your Session Learning objectives at the beginning and end of your presentation
- Include your contact information at the end of your presentation
- PowerPoint/Handouts must be less than 20 Megabytes

PowerPoint Fonts

VGM uses Office 365. If you bring your presentation with you on a USB drive, please be aware that some specialty fonts may not be available on VGM's laptops if you used a different version of PowerPoint to create the presentation. Also be aware that we cannot guarantee your file will open. Bringing a flash drive is at your own risk.

PowerPoint Videos

If your presentation has an embedded video, it may not work when the PowerPoint file is copied from the computer it was created on. If a video is essential to your presentation, we recommend that you test the video on your own laptop to confirm that it works, then bring your laptop to use during the presentation.

If your presentation includes a video that is streamed from the internet (such as a YouTube video) please be aware that the quality of the video may be degraded if there is a high amount of traffic on the Wi-Fi network.

Using Your Own Laptop

If you'd like to use your own laptop for your presentation, please let your contact at VGM know before the conference so we can have someone available to assist with connecting the equipment at the time of your presentation.

The projector in the room may require a VGA connection or an HDMI connection. If your laptop does not have a VGA output, you will need to supply your own adapter to output to VGA.

You may use VGM's slide clicker with your laptop. Please leave the clicker (and USB adapter) in the room at the end of your presentation.

The following equipment will be provided in the room you will be speaking:

- Laptop (running Windows 10 and Microsoft Office 365)
- Slide clicker
- Lapel microphone
- Wireless Internet is provided, but not recommended for presentation use
- A limited number of Lightning-to-HDMI adapters for iPads and iPhones may also be used depending on availability. Please let your contact at VGM ahead of time know if this is something you'd like to utilize.