

This year, we're excited to streamline your speaking experience at Content Marketing World by using **Orchestrate**, our new presentation management system.

Instead of uploading your slides to Dropbox, you'll now upload them directly to Orchestrate using a unique username and password.

Why this is great for our speakers:

- Orchestrate ensures your final presentation reaches the right room at the right time — exactly as you submitted it.
- You can easily upload your presentation in advance and ensure it's the correct version you want to present.
- The system keeps everything organized and up-to-date, so you can focus on delivering your session with confidence.

Detailed instructions for logging in and uploading your presentation are included below. If you have any questions, please let me know!

Setting Up Your Profile

1. Navigate to <http://cmw2025.sessionupload.com/>
2. Login using your email address – the one that this email was sent to
3. Password: cmw2025!

Uploading Your Presentation:

Step 1: Locate the desired session you wish to upload to. If you don't see a session tied to your account, email Angelina.Kaminski.us@informa.com to troubleshoot.

When naming your file, please keep the length under 30 characters and do not include special symbols \$ & +, / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.

Step 2: Click the “Upload” green button.

Step 3: Browse out to your upload file/files target location, select the file(s) to upload, and click on “Open”.

Step 4: If your upload is successful, you will receive a pop up message indicating that the upload was successful and your files will appear listed under the appropriate session/presentation.

Note: When submitting your file in advance, there is a 2GB size limit. If your file is larger than this, please plan to upload onsite in the speaker ready room (there is no size limit when uploading onsite).

Supported Formats

PPT, PPTX; The Orchestrate system at CMWorld is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format.

PDF; Supported. PDF do not run videos, sound or even animation. We support for those who don't have any flare or are too worried about the content being uploaded as editable ppt.

KEY; Keynote files are not supported. Please export your presentation as a PowerPoint or PDF file for upload, and be sure to review the result in the Speaker Ready Room. For Speaker Ready Room location and hours, see below.

Prezi files are currently *unsupported* for upload. Please ask for assistance in the Speaker Ready Room.

Video and Audio File Support

Please see [this article](#) for file formats supported within PowerPoint.

Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found [here](#).

If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may actually hurt performance.

Considerations for custom fonts

We only supply fonts that are included with Office 2019. For a list, see [this article](#). If you need a specialized font, it should be embedded into your PowerPoint presentation.

Any Links to Web Pages?

Meeting Room computers are connected to the Internet. To ensure link or playback function properly. Please visit the Speaker Ready Room.

Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint on a USB. While later versions of PowerPoint will embed movies by default, you should still bring a copy of the videos just in case.

Speaker Ready Room Schedule and Location

Speakers must check-in at the Speaker Ready Room at least **4 hours** prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is *imperative* that you review your presentation in the Speaker Ready Room with a technician. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

Location: Room 5

Sunday, September 14	8:00 am - 5:00 pm
Monday, September 15	8:00 am - 5:00 pm
Tuesday, September 16	7:30 am – 4:30 pm
Wednesday, September 17	8:00 am – 4:00 pm

Giving Your Presentation

Please arrive at your designated meeting room **15 minutes** before the start of your session. When you arrive to your room, simply click your name on the podium laptop, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Presentation displays:

- Laptop on podium: This screen will be a direct mirror of the slides that are presented to the room
- Confidence monitor: This will be located on the floor near the main screen and will display presenter notes view

Audio:

- All speakers receive the option of a lavalier microphone. We highly recommend using this microphone (rather than the podium microphone) to ensure we capture your audio for the recording.
- Speak directly into the microphone in a normal voice and do not handle the microphone while speaking.

If you have any difficulties or need any assistance at any time, just click the “**ASSISTANCE NEEDED**” button and a technician will be immediately sent to your room.

Should you have any questions not addressed in this document, please reach out.

Thank You!