The XPONENTIAL 2025 Orchestrate Website is now open to presenters, session organizers and submitters for the advance submission of your presentation materials for the Conference.

Deadline: Please upload your presentation by no later than May 15th, 2025. This allows time for AFP to review your presentation, reply with edits (if applicable) and receive your final presentation to show on stage during your session.

1. **Uploading your Presentation:**

- Before starting your upload, please be sure to read the **guidelines** at the end of these instructions, outlining **the necessary upload specifications and parameters, to avoid upload error messages**

- The XPONENTIAL 2025 **PowerPoint slide template** on our **Speaker Resource Page** (see Materials Submission Process) will be available shortly.

- For your upload process, please log into the **Speaker/Presenter Service Center,** then click on '*Upload your Session Materials (Presentation Slides) to Orchestrate <Click Here>*

- **Important: Please upload only ONE presentation for your session**
  For Panels, Workshops, Working Groups, and multi-speaker sessions, please coordinate with your Session Submitter or Primary Contact to ensure only one presentation is loaded per session

- If you are the **session speaker**, upload under yourself

- If you are the **session submitter**, please **upload under one of the speaker names**

Uploading Your Files:

To start your upload process, please log into the **Speaker/Presenter Service Center,** then click on '*Upload your Session Materials (Presentation Slides) to Orchestrate <Click Here>*

- **Step 1: Please register.** After registration please proceed to **https://xponential2025.sessionupload.com/login** for uploading your presentation materials. Use your email address and Password **xpo2025!**

- **Step 2:** Locate the desired session you wish to upload to. **Important:** 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 3:** Click the blue "Upload Files" button.

- **Step 4:** Browse to your upload file(s) target location, select the file(s) to upload, and click "Open".

- **Step 5:** 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.

If you need assistance or have questions about uploading your presentation, **please contact** Orchestrate@freemanco.com

2. **Confirmation that your Presentation was received**

After submitting a file, **you will receive a confirmation of receipt email** within an hour. If you do not receive a confirmation, please contact **Orchestrate@freemanco.com** to ensure your file was received! When contacting support for technical issues please reference **XPONENTIAL 2025** as well as the **Speaker's full name**.

3. **How to make changes to your presentation after uploading**

If you need to make changes to a presentation that you submitted, please log in to the **Speaker/Presenter Service Center** and **delete the earlier submission** - then you may resubmit the files using a **new file name**

ON-SITE:

4. **Testing your presentation onsite prior to your session**

- It is *important to test your presentation on-site* before your session to ensure the presentation will run smoothly. Even small items or unusual characters, bullet points or fonts may prevent the presentation from working

- Speakers must check in at the **Speaker Ready Room – Room 350 D - on site** at the George R. Brown Convention Center **at least one hour before their live session start time**

- **If you have not yet uploaded your session ahead of time when you arrive in Houston**, it **is crucial that you check in at the Speaker Ready Room – Room 350 D -** *a minimum of 4 hours before your live session start time*

- Computer equipment is provided for you in the Speaker Ready Room that mirrors the equipment on stage for accurate testing

SPEAKER-READY ROOM HOURS:	
Monday, May 19, 2025	7:30 AM - 5:00 PM
Tuesday, May 20, 2025	9:00 AM - 5:30 PM
Wednesday, May 21, 2025	9:00 AM - 5:30 PM
Thursday, May 22, 2025	9:00 AM - 2:30 PM

5. **Bring a backup file of your presentation**

Although we take every precaution to ensure files are not corrupted during the file upload, it is always recommended that a backup copy of your presentation is brought with you on a USB flash drive.

6. **Speaker Ready Webinar**

The above information was covered in our Speaker Ready Webinar on May 1st. A recording of the webinar is available on the Speaker Resource Page for your review.

7. **Speaker Resource Page**

Please visit the XPONENTIAL 2025 **Speaker Resource Page** which offers helpful information for creating and delivering an impactful presentation and for answers to your questions.

If you need assistance or have questions about uploading your presentation, **please contact Orchestrate@freemanco.com**

GUIDELINES

Submitting Your Presentation
If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble please contact us HERE.

Uploading Files:
Step 1: After Registration please use the actual show URL to access the Orchestrate website. When creating your password, the minimum length is 6 characters.
Step 2: Locate the desired session you wish to upload to. **Important:** 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 3: Click the "Upload" green button.
Step 4: Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".
Step 5: 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.

Supported Formats
PPT, PPTX; The Orchestrate system at *your event* 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. You can find the convert feature located under "File, Help" when you have your PowerPoint open.
PDF; Supported.
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. If our technicians are unable

to resolve any issues, at *the association's* discretion, you may be allowed to present from your own Mac. If so, be sure to bring your *VGA / DVI* adapter with you to the event.

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.

If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

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. Some licensed fonts may not embed and should be replaced with a font included with Office. Click here for an explanation of this process.

Any Links to Web Pages?

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. While later versions of PowerPoint will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

Arriving At Your Meeting
Speaker Ready Room Schedule and Location:

Speakers must check-in at the Speaker Ready Room at least **2 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. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

Giving Your Presentation

Please arrive at your designated meeting room **15 minutes** before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, 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.

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, just click the **"ASSISTANCE NEEDED"** button and a technician will be immediately sent to your room.

Thank You!

By following the guidelines above, we are confident that Freeman Orchestrate will ease the process of delivering your presentation. Should you have any questions not addressed in this document, please feel free to email us at: Orchestrate@freemanco.com