SMWL Slide Guidelines & Tips

Thank you for speaking at **Social Media Week Lima**! To ensure everything runs smoothly with your presentation, we've outlined important slide guidelines along with a few helpful tips. If you have any questions, we're happy to assist.

Presentation Setup

To deliver a seamless experience for both our speakers and attendees, all slides are run **offline** to avoid network issues. We use **PowerPoint** as the presentation platform.

Your slides will be displayed on a **confidence monitor** on stage, but please note that **speaker notes will not be visible**.

Submission Guidelines

- **Slide Deck & Walk-Up Song Deadline:**
  All materials must be submitted by **Friday before the event**.
  No changes will be accepted after this deadline—no exceptions.

- **File Format:**
  Presentations must be submitted in **PowerPoint (.ppt or .pptx)** format.

- **Videos:**
  All video files must be provided as standalone files.
  Online streaming (e.g., YouTube links) will not be supported.

- **Fonts:**
  Please ensure any custom fonts are **embedded** or **included separately** with your submission—especially paid fonts such as Adobe Fonts. We recommend using **Google Fonts** for hassle-free compatibility.

Slide Conversion Assistance

Need help converting your slides to PowerPoint? We've got you covered!

- Submit your slides **at least 1–2 weeks before the Friday deadline** if you need conversion assistance.

- We can convert from platforms such as **Google Slides, Apple Keynote, Canva**, and more.

- Be sure to include all **videos** and any **linked media**. Online links are acceptable for conversion—we'll download and embed them locally.

- Once your slides are converted, we'll send a **video preview** for your review. *After approval, no further changes can be made.*

Slide Check

The Tuesday before the event, speakers are welcome to visit the UNOH Event Center and review their slides.

- The audio and video will be set up and ready. The lights may be on as we are still setting up for the event.

- Slide check is from 9 AM to 3 PM. No speakers will be accepted before or after this time.

Helpful Tips

- **GIFs:**
  Multiple GIFs on one slide can cause playback issues.
  Ensure they're set to autoplay when the slide loads.

- **Video Downloads:**
  If you need to download videos from online platforms, tools like "YouTube Downloader" work well. We can also assist as part of our conversion service.

- **Final Review:**
  Since PowerPoint is the primary platform used, we recommend previewing your

final presentation in **PowerPoint** to ensure full compatibility.

- **Font Embedding Instructions:**

  Windows:

  - Go to `File > Options > Save`

  - Under *Preserve fidelity when sharing this presentation*, check **Embed fonts in the file**

  - Choose to embed all characters or only those used

  - Click **OK**

- **Mac:**

  - Go to `PowerPoint > Preferences > Save`

  - Check the box for **Embed fonts in the file**

If you need help at any stage, don't hesitate to reach out. We're here to support you and make your presentation experience at SMWL the best it can be!