41st Space Symposium Presenter Content Guidelines

To ensure proper playback and display of your presentation, please submit all on screen content by **Friday, March 27, 2026.**

File Upload
All videos and presentation content can be uploaded to the following site:

https://www.yourconference.live/41spacesymposium
Password: SFSS26

Please include the date, time and presenter name in the title of the file. Example: "04-08- 26_1300_Smith"
- Please use one of the following browsers: Internet Explorer 8+, Mozilla Firefox 4+, Safari 5+, Chrome 14+, Opera 11.5+ and Edge.

Presentation Formats
Video Content
We can accept file-based video content in the following formats (HD is always preferred):
- *.mov*
- *.mp4(H264 codec)*
- If any other playback media support is needed, please contact daves@manor-hill.com

Graphic Content
We can accommodate the following presentation files from both Mac and PC:
- PowerPoint (.ppt and .pptx)
- PDF

Please no *Keynote, Prezi or Canva* presentations. These will need to be saved as a PowerPoint file prior to the conference. If your presentation uses non-standard fonts, please include the font file in a separate folder with your presentation.

Display
All Symposium screens are 16:9 (1920x1080) aspect ratio and we recommend all content be created in 16:9 (Landscape orientation) for optimal display. 4:3 is not an accepted format.

Onsite
All presenters should update their presentations in the Speaker Support Center prior to their scheduled presentation time. The Speaker Support Center is located in the International Center West Foyer.

Support
- **Rehearsal times** can be scheduled prior to that day's sessions. Contact Angelica Reyes at areyes@spacefoundation.org to schedule a rehearsal date and time.
- **Upload or Technical Support** - Please contact support@yourconference.live
- **Internet connection needs**, if required for your on-screen presentation - Please contact daves@manor-hill.com
- **Microphone Preference** (**lapel**, **handheld**, or **stationary mic** at lectern) - Please contact daves@manor-hill.com
- **Any other questions** - Please contact Dave Sweet at daves@manor-hill.com