



OCP
GLOBAL
SUMMIT

Speaker Support Guide

Specs, Tips, and Tech Notes for Your Best Presentation



OCP GLOBAL SUMMIT 2026 SPEAKERS!

Please note, each presentation will be pre-loaded onto an FNTECH computer in every session room. You will still be able to advance your own slides from the stage; you'll also have a confidence monitor that will display the presenter view (current slide, next slide, and notes).

- **DEADLINE TO SUBMIT:** Final presentations must be submitted **BEFORE** the event begins, no later than **Monday, September 28**.
- **SPEAKER CHECK IN:** On the day of your presentation, please arrive at least 15 minutes prior to your session start time. Report directly to the tech table located in the back of the room to meet the AV technicians, get set up with a microphone, and so on.
- **PRESENTATION DECK EDITS:** Should you have any edits to your submitted presentation, or if you need to provide a completely new file, **this must be done ONE DAY PRIOR to your scheduled talk and may only be done in the SPEAKER SUPPORT ROOM**. The Speaker Support Room is in Room LL21A which is located on the Lower Level of the San Jose McEnery Convention Center. The technicians in your breakout session room are unable to edit your deck or accept new deck files. New decks must be submitted in the Speaker Support Room.
- **LIVE DEMOS:** If your presentation includes a live demo using your own computer, please review page 3 of this guide for the required hardware and software specifications. We strongly suggest you visit the Speaker Support Room to test your laptop once on-site.
- **CO-LOCATED WORKSHOPS:** If you are presenting in these sessions, you will be using your own computer; please review page 3 of this guide for the required hardware and software specifications. We strongly suggest you visit the Speaker Support Room to test your laptop once on-site.

HARDWARE SPECS

DEVICES

- ✓ **SUPPORTED:** PC and Mac laptops only.
- ✗ **UNSUPPORTED:** Tablets, Chromebooks, and cell phones.

Laptop Settings

- In your system preferences, please set your laptop display to “extend.” When we connect your laptop onstage and you are in presentation mode, your slides will be shown on the downstage monitors (DSMs), and your notes will be on your laptop.
- Turn off all notifications.
- Turn off “Night Shift” or any other blue-screen filter.

Important Reminders

- Bring your laptop power supply.
- We highly recommend bringing your own HDMI adapters, though some will be available on site if you are unable to bring your own.
- If you are running Ubuntu or Linux, please notify us via email at veronica@fntech.com before your arrival onsite.

SOFTWARE SPECS

PRESENTATION PLATFORMS

- ✓ **SUPPORTED:** **Microsoft PowerPoint (.pptx) ONLY**
To ensure your fonts remain intact when sharing your PowerPoint presentation, please embed the fonts within the file. You can embed fonts by going to File > Options > Save, then checking the "Embed fonts in the file" option.
- ✗ **UNSUPPORTED:** Google Slides, Apple Keynote, Canva, and slides provided in any other format (including PDFs).

Onsite

- The Speaker Support Room will be available in Room LL21A on the Lower Level of the San Jose Convention Center to test your presentation before your session. This time is dedicated to testing your equipment; this is not rehearsal time. Scheduling details are on the next page of this document.

ROOM SCHEDULE & BOOKING INFORMATION

INSTRUCTIONS

Before the event, please reserve your 10-minute tech check time using the FNmeeting web portal.

SPEAKER SUPPORT ROOM HOURS

MONDAY OCT 12	TUESDAY OCT 13	WEDNESDAY OCT 14	THURSDAY OCT 15
9am – 12pm	9am – 12pm	7:30am – 11:30am	7:30am – 11:30am
1pm – 4pm	1pm – 4pm	12:30pm – 5pm	N/A

DURING YOUR TECH CHECK

- Please bring updated decks in either: USB Drive or SSD Drive. We can also accept files sent via email, Dropbox or Share Point. We will upload your new deck and deliver it to the appropriate session room.
- If you have a LIVE demo and require use of your own laptop, we will plug in your laptop and test its connectivity with our video and audio gear.
- If we encounter any tech issues, we will transfer your presentation to one of our production laptops for use during your session. Should this situation arise, please have any non-standard fonts available and ready for upload.

DIRECTIONS FOR BOOKING YOUR TIME

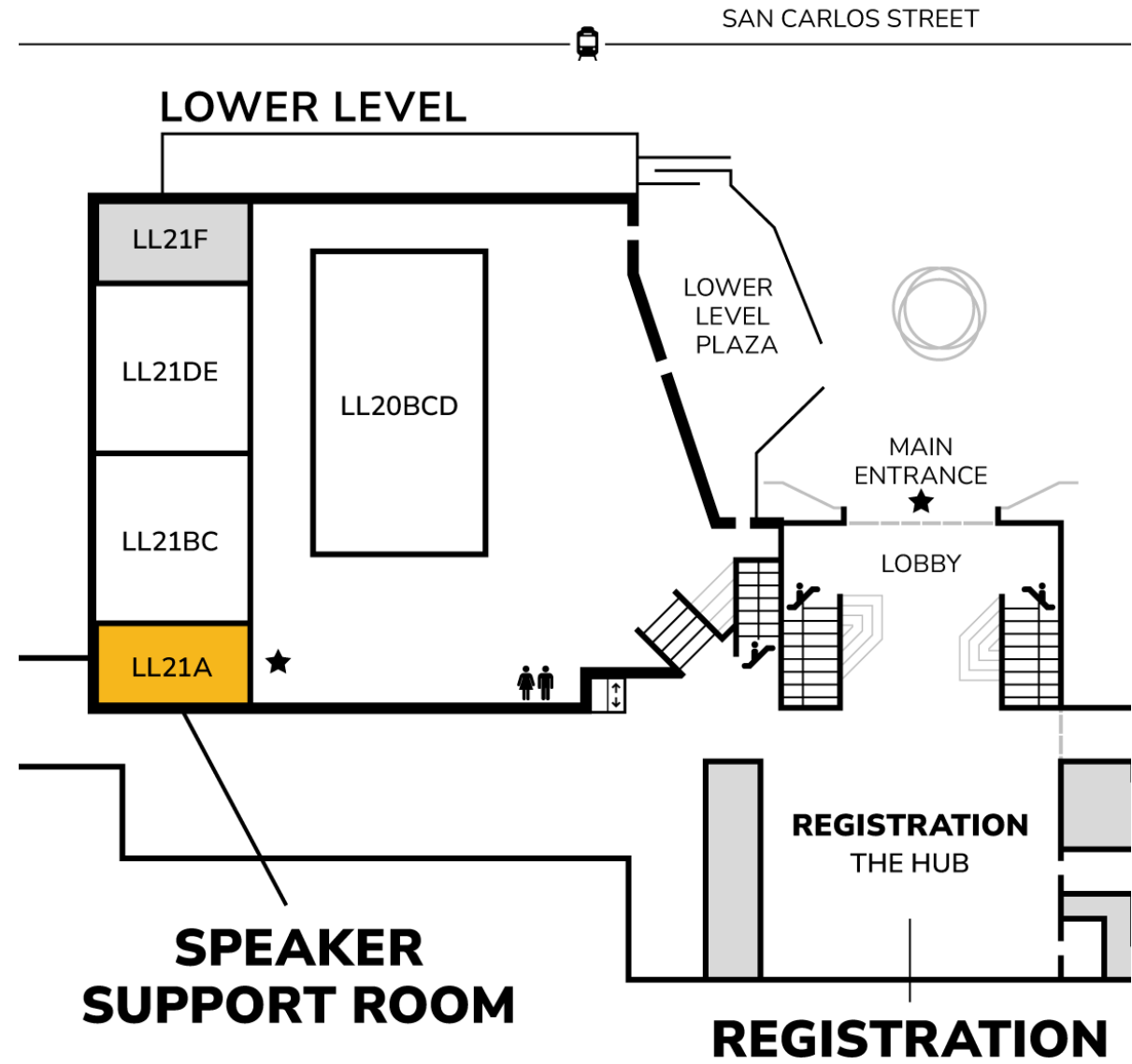
1. Login to <https://fnmeeting.fnvirtual.app/> with your FNid or the email you used to register for the event.
2. Click the “**Book a Meeting**” button (left side).
3. Select your desired day and time from the dropdown menu.
4. Enter “1” in the “**How many people?**” field.
5. Click “**Find a Room**”—you will see four options:
 - **Speaker Support Room - LL21A Session 1** (demos)
 - **Speaker Support Room - LL21A Session 2**
 - **Speaker Support Room - LL21A Session 3**
 - **Speaker Support Room - LL21A Session 4**

⚠ NOTE: The “Session 1 (demos)” timeslot is specifically for presenters who will be doing a live demonstration using their own computer. The three other sessions are intended for those who need to upload a new deck.

6. Click “**See Availability.**”
7. Choose an available time slot, then click “**Book this room.**”

You will receive a confirmation email from support@fntech.com when your tech check time is confirmed.

To cancel, select it in “**My Meetings**” and click the “**Cancel**” button. You may cancel up to 24 hours before your scheduled time.



THANK YOU!

