Speaker Support Guide
Specs, Tips, and Tech Notes for Your Best Presentation
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

- Remember to bring your laptop power supply; there will be an outlet onstage you can plug into.
- We highly recommend bringing your own HDMI adapters, though there will be some onsite if you cannot bring your own.
- If you are running Ubuntu or Linux, please notify us via email at support@fntech.com before your arrival onsite.

SOFTWARE SPECS

PRESENTATION PLATFORMS

✅ SUPPORTED: Apple Keynote (.key) & Microsoft PowerPoint (.pptx)
🚫 UNSUPPORTED: Google Slides or slides provided in .pdf format.

Onsite

- NEW! By reservation only, a Speaker Ready Room will be available onsite at the San Jose Convention Center in room LL21C to test your presentation before your session. Scheduling details can be found on the next page of this document.
- On the day of your presentation, please arrive at least 15 minutes before your session start time. Go directly to the tech table in the back of the room to meet the room producer and get set up with a microphone, etc.
INSTRUCTIONS
Before the event, you must reserve your 10-minute tech check time using the FNmeeting web portal. Due to the tight timeframe, we cannot accommodate drop-ins.

SPEAKER READY ROOM HOURS

<table>
<thead>
<tr>
<th>MONDAY OCT 16</th>
<th>TUESDAY OCT 17</th>
<th>WEDNESDAY OCT 18</th>
<th>THURSDAY OCT 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>9am–11:30am</td>
<td>7:30am–11:30am</td>
<td>7:30am–11:30am</td>
</tr>
<tr>
<td>2pm – 5pm</td>
<td>1pm – 3pm</td>
<td>1pm – 5pm</td>
<td>N/A</td>
</tr>
</tbody>
</table>

DURING YOUR TECH CHECK
• We will plug in your presentation laptop and test its connectivity with our video gear.
• If we encounter any issues, we will need to 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
• Login to https://fnmeeting.fnvirtual.app/ with your FNid or the email you used to register for this event
• Click the “Book a Meeting” button (left side)
• Select your day and time from the dropdown menu
• Enter “1” for “How many people?”
• Click “Find a Room”—you should see the Speaker Ready Room pop up (LL21C)
• Click “See Availability”
• 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 a reservation, select the reservation in “My Meetings” and click the “Cancel” button. You may cancel up to 24 hours in advance of your scheduled time.
SPEAKER READY ROOM LOCATION

Lower Level
Room LL21C
THANK YOU!