

Congratulations on having your submission accepted to the 38th Annual STFM Conference on Medical Student Education in Long Beach, California. We are looking forward to an outstanding conference.

As you develop your presentation, I encourage you to use the [conference PowerPoint template](#). It contains our conference Twitter hashtag, so attendees can immediately share information about your session. When your presentation is ready, be sure to upload it to the [STFM Resource Library](#).

STFM will provide one Dell laptop computer (running Windows XP or higher and Microsoft Office 2010 PowerPoint and Word) in each presentation room. This means you will not have to bring your laptop to Long Beach to present your work. If you have special circumstances that require the use of your own laptop, please let us know by replying to this email.

Here's how this will work:

1. Bring your presentation to the conference on a CD-ROM or USB flash drive (memory stick). Name your presentation using your last name in the filename, along with a brief portion of the title, eg, "SmithMSE12UtilizingTechnology." That will help you find your presentation quickly once multiple presentations are loaded.
2. On Thursday, February 2, between 10:00 am and 7:00 pm, come to conference registration to copy your presentation from your CD-ROM or USB flash drive to the laptop. STFM staff will be available to assist you.
  - a. Find the laptop marked with your presentation room number. The conference brochure you receive at registration will include the room, date, and time for your presentation. You can also find this information on the conference mobile site at <http://stfm.org/mobile>.
  - b. Copy your presentation onto this laptop. On the laptop's desktop you'll find a folder with the name of the presentation room. Copy your presentation into this folder
  - c. Once you have copied your document, open your presentation file on the laptop to make sure you have copied the correct file and that it opens properly. If you have any video or sound, test those as well. Each laptop computer has Windows Media Player and Apple QuickTime software installed.
3. If you cannot copy your presentation to the laptop computer on Thursday, February 2, you may go to your presentation room and copy your presentation onto the laptop computer on the day of your presentation. The laptop computers will be available in each presentation room approximately one hour before presentations start. If you are in Long Beach on February 2, we encourage you to load your presentation on the appropriate laptop that day. This will help us avoid long lines the day of the presentation.
4. Please keep your presentation on your CD-ROM or flash drive after you copy your presentation to the laptop computer. If we encounter any problems with your file, we may want to re-copy your presentation onto our laptop.

5. If you created your presentation on a Mac computer, please make sure that your file will run on Windows using Microsoft Office 2010. We encourage you to test this on a PC running Windows and Microsoft Office 2010 before you come to Long Beach. We will have laptop computers available in the computer cafe for you to edit/review your presentation.

We appreciate your cooperation in loading your presentations at the assigned times. Following the conference, please let us know how this system worked and how we can improve this process for future years.

If you have any questions, contact Larry Peery, IT Support, 913-906-6000 ext 5405, email: [lpeery@stfm.org](mailto:lpeery@stfm.org).