

Congratulations on having your submission accepted to the 2009 Annual Conference on Practice Improvement held in Kansas City, Missouri. We are looking forward to an outstanding conference.

STFM will provide one Dell laptop computer (running Windows XP and Microsoft Office 2007 PowerPoint and Word) in each presentation room. This means you will not have to bring your laptop to Kansas City to present your work.

Here's how this will work:

1. Presenters will need to copy their presentation onto the laptop computer. Presenters should bring their presentation to the conference on a CD-ROM or USB flash key (memory stick).
2. On Thursday, November 5, at conference registration from 10:00 am to 7:00 pm, we will have the laptop computers available for you to copy your presentation from your CD-ROM or USB flash key to the laptop.
 - a. First, make sure to name your presentation using your last name in the filename along with a brief portion of the title, eg, "SmithPI09UtilizingTechnology." That will help you find your presentation quickly once multiple presentations are listed.
 - b. Next, find the laptop marked with the room where your presentation will be held. The conference brochure you receive at registration will tell you the room, date, and time for your presentation.
 - c. Copy your presentation onto the laptop that will be used in your presentation room. On the laptop's desktop will be a folder with the name of the presentation room, and you will copy your presentation into the folder. It is important that you copy your presentation onto the laptop that will be in the meeting room where your presentation will be held.
 - d. 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.
 - e. STFM staff will be available to assist you.
3. If you cannot copy your presentation to the laptop computer on Thursday, November 5, the laptop computers will be available in each presentation room by 9:00 am. After 9:00 am each morning, you may go to your presentation room and copy your presentation onto the laptop computer.
4. If you are going to be in Kansas City on November 5, we encourage you to load your presentation on the appropriate laptop that day. That will help us avoid long lines of folks waiting to load their presentations right before their sessions.
5. Please note that we plan to run all presentations off the STFM laptops. Please do not bring your laptop to the presentation room with the intent of presenting your presentation from your computer.

We want to make the transitions between presentations go as smoothly and quickly as possible, and running all presentations from our computers will help us be successful in this goal. If you have special circumstances that require the use of your own laptop, please let us know by replying to this email.

6. Please keep your presentation on your CD-ROM or flash key after you copy your presentation to the laptop computer. If we encounter any problems with your file, we may want to recopy your presentation onto our laptop.

7. If you created your presentation on a Mac computer, please make sure that your file will run on Windows XP using Microsoft Office 2007. We encourage you to test this on a PC running Windows XP and Microsoft Office 2007 before you come to Kansas City. We will have laptop computers available in the computer cafe for you to edit/review your presentation.

We are pleased to offer this service to attendees at no cost to you. 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.