

ORCHESTRATE GUIDELINES

Scientific Sessions and Resuscitation Science Symposium
November 7 – 10, 2025 | Ernst N. Morial Convention Center | New Orleans, LA

Presentation slide decks must be uploaded 24 hours before the start of your session.

To upload online, please click on the link below to log in with your username and password, as listed.

Link: <https://AHA2025.sessionupload.com/>

Username: EMAIL

Password: AHA2025!

Name your presentation with Presenter's Last Name and Presentation Title, example below:

Smith - Fantastic Yeasts and Where to Find Them.pptx

Supported Formats

PPT, PPTX; The Orchestrate system at *your event* is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under “File, Help” when you have your PowerPoint open.

PDF; Supported.

KEY; Keynote files are supported but must be the latest version of keynote and the file must be a *.key file not a folder.

Prezi files are currently *unsupported* for upload. Please ask for assistance in the Speaker Ready Room.

Video and Audio File Support

Please see [this article](#) for file formats supported within PowerPoint. Please consider compressing your videos. If you’ve authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found [here](#).

- If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may hurt performance.

If you need assistance or have questions about uploading your presentation, please contact Orchestrate@freemanco.com.

Confirmation that your Presentation was received

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact Orchestrate@freemanco.com to ensure your file was received. When

contacting support for technical issues, please reference AHA 2025 as the conference name and the presenter's full name.

How to make changes to your presentation

If you need to make changes to a presentation that you submitted, you may resubmit the files on the website using a new file name; you should also delete the earlier submission. It's strongly suggested to review your presentation prior to your session, please visit the Speaker Resource Room on site at the Ernest N. Morial Convention Center, La Nouvelle Ballroom C.

Back Up Your Presentation

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB. While later versions of PowerPoint will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

Speaker Resource Room:

You can visit the speaker resource room during the event to upload your presentation, view your presentation, make edits, or practice. The computers in the Speaker Resource Room will be configured with hardware and software exactly like the ones in the meeting room. Our technicians will be available to resolve any compatibility or formatting issues or assist in explaining the in-room setup.

Speaker Resource Room Hours of Operation:

La Nouvelle Ballroom C, Level 2, Ernest N Morial Convention Center

- Thursday, November 6: 3:00 - 5:30 pm
- Friday, November 7: 6:30 am – 5:30 pm
- Saturday, November 8: 6:30 am – 5:30 pm
- Sunday, November 9: 6:30 am – 5:30 pm
- Monday, November 10: 6:30 am – 3:00 pm

We look forward to seeing you in New Orleans!