Presenter Hub by AVFX Manual

OPTECH 2026 • **Upload Deadline:** 5:00 PM on Monday, November 9

PowerPoint Requirements:

- PowerPoint format **only** for all presentations. All PowerPoint presentations (.ppx format) need to use 16:9 aspect ratio. OPTECH template will automatically be set at the 16:9 ratio.
- Font: use default font in OPTECH template
- Images & Videos: Use image formats: PNG/JPG If you want to include videos, embed them into the PPT. Do **not** link out to the videos.
- Using a MacBook? Videos: convert all files to .mp4. Fonts: default in OPTECH Template.
    - Using Keynote? Export as .pptx.

Uploading Your Presentation

Upload your PowerPoint by **5:00 PM Monday, November 9** to the Presenter Hub website: https://app.presenterhub.com/events/OPTECH2026

First Time Presenters

Please log in with your email address & use the following password: OPTECHhub26.

Upon your first login, you will be prompted to create a permanent password.

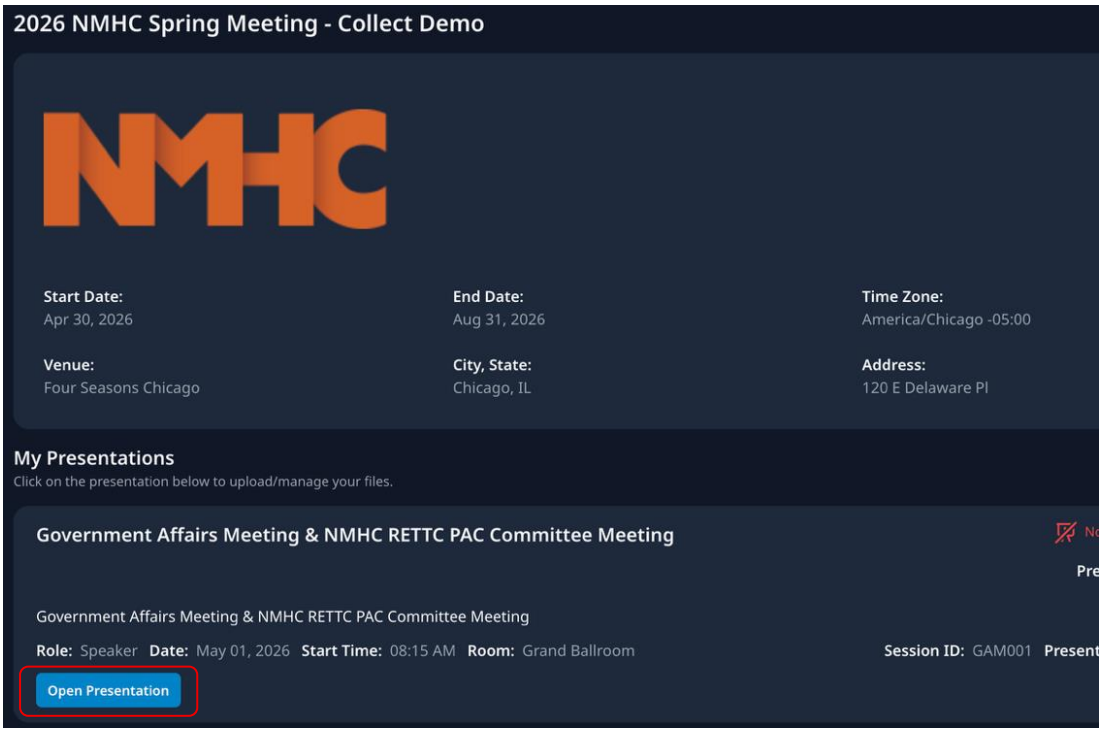
Note: If you request to have your admin or a member of your team upload your PPT ensure you know the password they create.

If you need to make any mew uploads on-site or in the speaker ready room you will need username & password credentials.

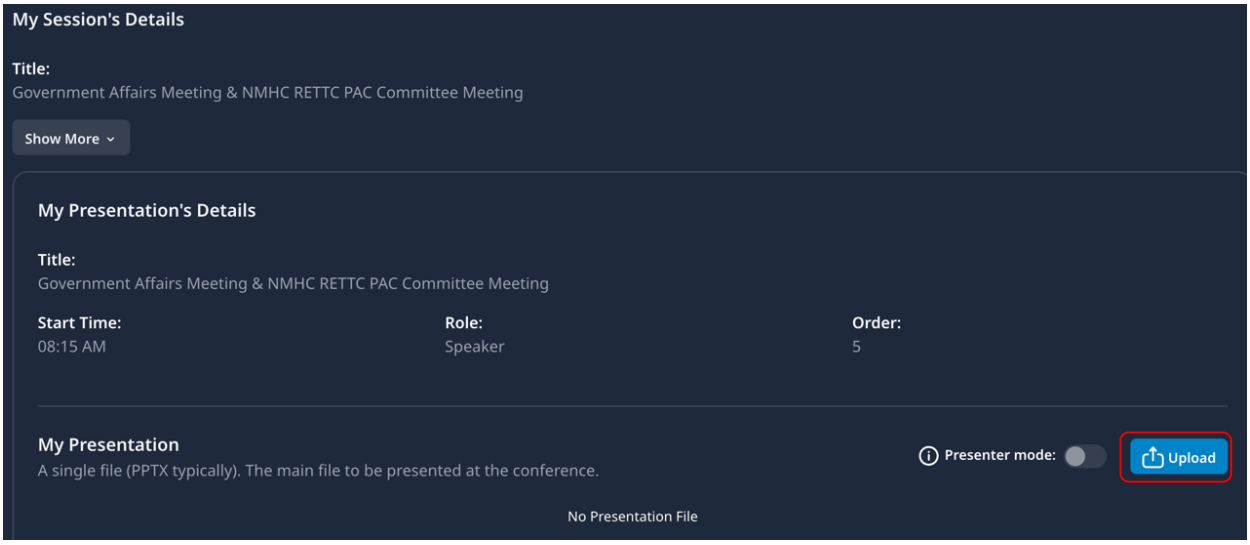
Returning Presenters

You can log in with your existing password or use the “Forgot Password” option to reset your password.

Where to upload PPT?

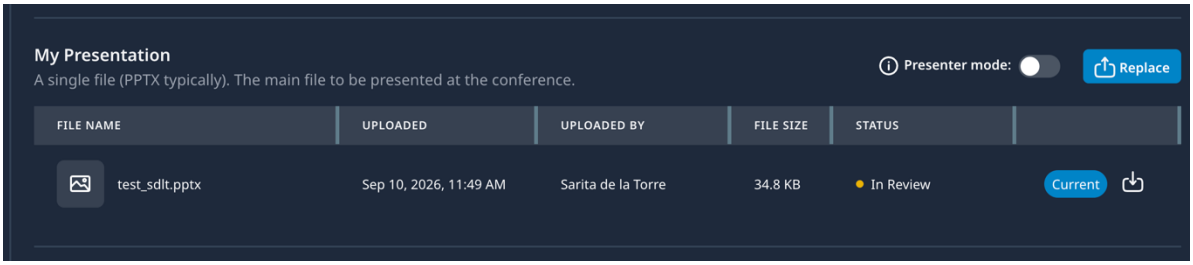


Once logged in, you will be able to view your assigned session(s) and upload your presentation to the 'Open Presentation' slot within the session (blue button).

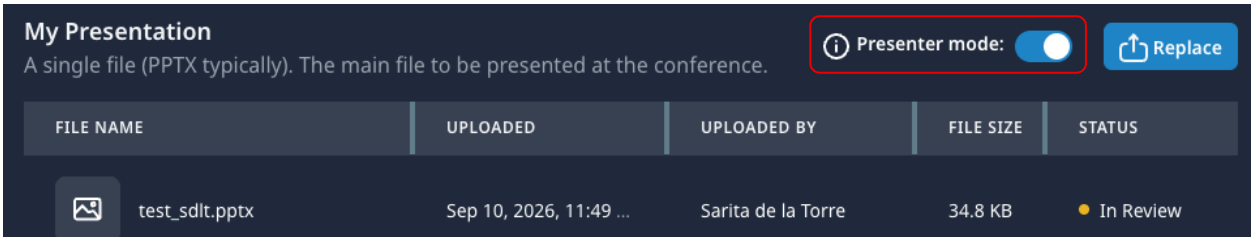


When you see 'My Session's Details' page go to the 'My Presentation' section and click on 'Upload'. This will take you to a new page to 'Upload Presentation'. You can Drop your files or browse your computer to upload.

Once uploaded you should see your PPT in the ‘My Presentation’ section as shown below:



What is Presenter mode? Presenter mode is a PowerPoint feature that lets you view your presentation along with your speaker notes on the podium laptop while the audience views the notes-free presentation. If you want to enable this feature, please click on Presenter Mode (next to the ‘replace’ button) so that it turns blue.



Need Assistance at OPTECH?

Boulevard 154 serves as the onsite Speaker Ready Room at the MGM Grand. It is located behind Registration in the Boulevard Pre-Function North Hallway.

Questions?

Presenter Hub support team can be reached at support@presenterhub.com.

For any other questions, contact Sarita de la Torre, Director of Meetings, at sdelatorre@nmhc.org.