

# Orchestrate Guidelines

## Submitting Your Presentation

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble, please contact us at [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com).

## Important Information

- **The deadline to submit your presentation is 30 minutes before the session start.**
  - If you need assistance or have questions about uploading your presentation, please contact [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) and reference AAOS 2024 or visit the Speaker Ready Room (Moscone South, Room 215 and Moscone West, Room 2016).

## Technical Specs:

- File size: **2GB is the maximum file size limit** for advanced submission through Orchestrate. If the file size is larger than that- please email [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) for alternative upload instructions.
- Resolution: 1920 x 1080
- Frame Rate: @30fps
- CODEC: h.264 in .mp4 wrapper + AAC for audio
- 6mbps bitrate:
  - To check the bit rate, right click on the file name, click on properties, go to the details tab, and look for total bitrate.
- MP4 file format is the preferred and recommended file type.

## Biography and Headshots

To add a biography, click on your name in the right-hand corner of the site, click on "My Profile" then click on the "Biography" tab to place your information into the text box.

To provide a headshot, click on the camera icon next to your name and upload a high resolution image. The acceptable file types for profile pictures are jpg, jpeg and png, and the resolution is 600x600 pixels. Please name the image file with your first and last name in the file. For example: JohnDoe.png.

## Orchestrate Website: Uploading Your Video Presentation

*Important:*

- *When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [ ] ` as this will prevent your presentation from uploading through the submission website.*
- **Maximum file size for any file(s) is 2GB per file**

## Upload Process

- Step 1: Locate the desired presentation you wish to upload to.
- Step 2: Click the "Upload Files" button.
- Step 3: Browse out to your upload file, select the file(s) to upload, and click on "Open".
- Step 4: If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

**Upload Confirmation**

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact the support desk at [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com) to ensure that your file was successfully uploaded. When contacting the support desk, please reference AAOS 2024 and the presenter's full name.

**Making Changes to Your Presentation**

If you need to make changes to a presentation video that you submitted, you may resubmit the video through the website using a new file name; you should also delete the earlier submission.

**Thank You!**

By following the guidelines above, we are confident that Freeman Orchestrate will ease the process of delivering your presentation. Should you have any questions not addressed in these guidelines, please feel free to email [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com).