Thank you for participating in the {Association} Annual Meeting. We want your presentation to be successful and the information below will help you in your preparation. Contact Support@psavds.com or call them at (214) 210-8006. Emails will be answered within 24 hours, and someone is available by phone Monday – Friday from 8:00 AM – 5:00 PM CST.

Preparing Your Presentation

1. **The first slide of your presentation should list any disclosures you may have. Please also note if you have nothing to disclose.**
2. **Please be sure your presentation content is based on best available evidence, that generic names are used instead of trade names and to not include logos of medical devices or pharmaceutical companies.**

Computer Equipment: The Speaker Ready Rooms and all meeting rooms will be equipped with Windows based PCs with Microsoft Office Suite installed. Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation. Please note that Internet access will *not* be available during your presentation.

The following presentation file types are the acceptable for Annual Meeting presentations:

• Microsoft Office PowerPoint (.ppt), (.pptx)
• Adobe Acrobat (.pdf)

Important Information

Microsoft PowerPoint Tips:

Video Files: PowerPoint 97-2004 (.ppt) embeds image files directly into the file when you save them, while video files are not embedded. **Only a link is made to the video file, which means that your video clip will not run.** Copy the video clips you want to insert into the same folder as the PowerPoint file. PowerPoint 2010-13 can embed video files when you save the file with the .pptx extension.

Fonts: Arial and Helvetica are recommended for clarity and compatibility. Confirm a font size of AT LEAST
24 points for body text and 36 – 40 points for headings. Light colored text on a dark background is advised. Avoid using red or green. Confirm that the maximum number of lines in text slides is no more than 6 or 7.

Images: The size of the screen will be 1280x720 pixels; the image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

Format = (.jpg)
Recommended Size = (1024x576 pixels)
Compression Setting = 8 (High quality)

Use the "Insert" feature of PowerPoint to add images to your presentations. Do not copy/paste them into the slide or click and drag.

List of Preferred Media (Video/Audio) Formats: (.wmv) (.mpg) (.avi) (.wav) (.mov)
Please try to keep the video files size to less than 20MB if possible. Use short video segments when needed.

PowerPoint presentations created on Apple computers: Please make sure that all inserted pictures are either JPEG or PNG file-types. **QuickTime (.mov) files are also an accepted video format but must be tested in the speaker ready room.** PSAV staff will be available to ensure your presentation is fully compatible and runs smoothly.

Submitting Your Presentation - *BEST ADVICE: SUBMIT IN ADVANCE*

Advance Submission: You will receive an email with login credentials and instructions to submit online.
Please make sure to upload all media files required for your presentation. Any necessary video or audio files not included in your online upload folder along with your presentation file, will cause your presentation to fail in the meeting room. If you submit in advance you will have a faster check in at the Speaker Ready Room. **Submitting your presentation in advance is strongly recommended.**

Speaker Ready Rooms – *SPEAKER READY ROOM – North 223*

Please check in at the Speaker Ready Room preferably at least 4 hours prior to the start of your session to preview your presentation. **All presenters are required to check in and preview their files no later than one hour prior to the start of their session.** PSAV technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary.

If you are unavoidably delayed, PLEASE go directly to the Speaker Ready Room. Do not bring a laptop or other media device to the session room.

Bring a Backup: Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies. USB/Flash drives are preferred.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM. LET US HELP YOU SOLVE THE PROBLEM IN ADVANCE IN THE READY ROOM!

During Your Presentation: Each meeting room will be staffed with a PSAV technician who will assist with starting each presentation. Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard. Please note that Internet access will not be available during your presentation.

Speaker Ready Room hours are convenient saving you time and STRESS!

A/V Speaker Ready Room Hours of Operation:

Friday, February 7	2:00 pm - 6:00 pm
Saturday, February 8	7:30 am – 5:30 pm
Sunday, February 9	7:30 am - 6:00 pm
Monday, February 10	7:30 am - 5:30 pm
Tuesday, February 11	7:30 am – 2:00 pm

Additional Information

Security: We care about the integrity of your presentation so all speakers are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room. Recording devices such as cameras are not permitted in the Speaker Ready Room. All presentation files are deleted at the end of the meeting, unless permission has been granted to the meeting association to retain the presentation files.

PSAV, our audiovisual partner, are here to help, if you need assistance, please contact **Support@psavds.com** or call (**214) 210-8006.** Emails will be answered within 24 hours, and someone is available by phone Monday – Friday from 8:00 AM – 5:00 PM CST. **Please remember, we cannot solve a problem that we do not know exists. If you experience a problem either in advance or on-site, please let PSAV staff know.**