



## Audio Visual Guidelines for Program Presenters

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### GENERAL GUIDELINES:

*In order to provide our attendees the best possible educational environment and ensure a smooth and efficient handling of audio-visual presentations, the following guidelines have been established for the PCSA scientific sessions.*

- Presentations with audio-visual must be done utilizing PowerPoint technology. PCSA has changed from 4:3 aspect ratio to 16:9 aspect ratio (i.e. wide screen). This will allow you to fit more content on the screen.
- Session rooms will be equipped for dual screen projection.
- Title slides, must be included as part of each speaker's presentation. Title slides will NOT be shown separately on a second screen.
- If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation. *It is absolutely required that you arrive at the speaker ready room to test all video at least 4 hours prior to your presentation time. Computers will **NOT** be allowed at the podium.*

### EQUIPMENT PROVIDED

The following audio-visual equipment will be **automatically** provided in the session room:

- Computer equipped with Windows and PowerPoint 2016 (plays previous versions as well), capable of playing videos & sound clips located at the tech station
- A computer mouse will be placed at the Lectern to control your presentation and use as pointer
- Large Screen(s) for Audience
- LCD Data/Video Projector(s) - 1920x1080 resolution
- Microphones (lectern, floor mics, and table mics; lavalier mic available upon advance request)
- Laser pointer
- Speaker timer

If any additional equipment beyond what is indicated above is required, you must request your needs on the accompanying A/V Request Form. The PCSA Management Office must receive equipment requests no later than **Monday, January 8, 2018.**

### SPEAKER DISCLOSURE SLIDE:

In accordance with the ACCME Accreditation Criteria, all speakers must disclose relevant financial relationships with any commercial interest as it pertains to each presentation. Authors are required to disclose any conflicts on a slide at the start of the presentation. Please state any conflicts at the start of your presentation and include a slide stating these conflicts. If you do not have anything to disclose, you must also include a slide that states so.

### SPEAKER READY ROOM:

The Speaker Ready room will be available for *reviewing, and editing only*. There will be a technician available to assist you in the Speaker Ready Room throughout the entire meeting. The Speaker Ready Room is located in the **Petit Verdot** (near Meritage Ballroom) of the Meritage Resort & Spa and operational during the following hours:

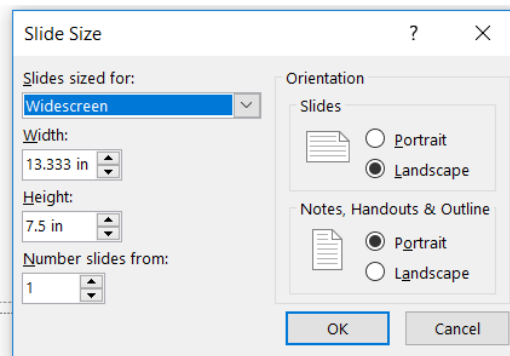
Friday, February 16, 2018:	3:00 pm – 6:00 pm
Saturday, February 17, 2018:	6:30 am – 5:00 pm
Sunday, February 18, 2018:	6:30 am – 12:00 pm
Monday, February 19, 2018:	7:00 am – 11:15 am

## AT THE MEETING

- Once you've reviewed and made any edits to your presentation(s) in the Speaker Ready Room, all presentations, ***including mini-podium presentations***, must be turned in **AT THE TECH TABLE IN BACK OF GENERAL SESSION ROOM at least 4 hours prior** to the scheduled presentation time. Those presenters speaking in the morning need to turn in your presentation the **DAY BEFORE**.
- Individual laptops will not be allowed at the podium.
- All presentations will be loaded by a technician onto the presentation computer **in the general session room**.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be "read" properly in the Speaker Ready Room prior to your presentation (***preferable 24 hours in advance of your presentation***).
- **Presenter Mode is now available in the General Session room**. This allows attendees to see your slides on the monitor, but only you can view the associated notes on the lectern. **Please let the techs know you want to see the presenter notes when you have them load your presentation.**
- If you're presenting in one of the Mini Podium/Video Sessions, the Breakout Rooms will NOT have Presenter Mode. Be sure to bring a print out of your slides/notes to the mini-podium session room if required.
- Please arrive at your Mini Podium/Video Session meeting room at least 30 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern. There will be a mouse on the lectern that will allow you to control/advance (left click will move forward, right click will move backwards) the slides during your presentation. There will be a laser pointer at the podium for your use. The projectionist will remain in the room throughout the session.
- Speak directly into the lectern microphone in a normal voice at a comfortable distance from the microphone. Do not handle the microphone while speaking. Be cognizant of not turning away from the microphone, as the audience may then not hear you speak.

## POWERPOINT PRESENTATION CREATION TIPS:

- While it is recommended that all PowerPoints are formatted in 16:9, we can accommodate PowerPoints in 4:3. However, please note that when your presentation is displayed on the large screens for the audience, 4:3 images will not fill the screen all the way to the side edges.
- In the creation of your presentation, we have provided you with a Microsoft PowerPoint (PPT) 16:9 template and must be PC-format. If you don't use the template provided, the following is how to create your 16:9 PowerPoint:
  - **Open PowerPoint** on your PC
  - From the top menu, (depending on the version of PowerPoint you have) **select Design**, then **Page Setup OR File**, then **Page Setup**, and **change Slides sized for to: On-screen Show (16:9)**.
  - **Click OK**
  - PowerPoint Page Setup on a PC



- If you start with this step in the creation of your presentation, then just assemble the PowerPoint as you normally would. If you are converting an existing slide show, then please check all of the slides for format accuracy.
- If you are converting a 4:3 PowerPoint to 16:9 using PowerPoint 2013 or 2016, widescreen formatting should not cause any issues with images. Text may need to be manipulated to take advantage of the extra room on the edges. Before converting to widescreen format, save a copy of your current PowerPoint in the 4:3 format under a different name, then convert to widescreen. If you do not have PowerPoint 2013 or 2016, please upgrade PowerPoint.
- For optimal legibility, use a maximum of six lines of text and six words per line per slide (equals one frame in an electronic format).

**POWERPOINT PRESENTATION CREATION TIPS (CONTINUED):**

- Fonts: We only supply fonts that are included in the basic installation of Windows. Fonts other than these should be embedded into your PowerPoint presentation. The fonts we suggest using are **Arial, Verdana and Tahoma**. Times New Roman does not project well. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style.
- Fonts are easily embedded into your presentation following these steps:
  - PowerPoint 2007
    1. Click Save As.
    2. On the Tools drop down menu select Save Options
    3. Check “Embed Fonts in File”
  - PowerPoint 2010
    1. Click the Windows Icon and select “PowerPoint Options” at the bottom of the window.
    2. Click “Save”
    3. Check “Embed Fonts in File”
  - PowerPoint 2016
    1. Click File and select “Options” at the bottom of the window.
    2. Click “Save”
    3. Check “Embed Fonts in File” at the bottom of the menu.
- A minimum slide typeface of **24 point is recommended**.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. **DO NOT USE BLUE, RED or GREEN text.**
- Use common image formats that are cross-platform compatible such as JPG, PNG, GIF, and BMP.
- Keep illustrations simple. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- Sound and Video Clips: Solution 1: Pack and Go: The “Pack and Go” feature of PowerPoint embeds the clip into your presentation file. This ensures that the clip will be in the correct location when you unpack the file on the meeting room computer. Solution 2: Location of audio/video files: Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file. Always check your video clips in the speaker ready room to make sure they have been embedded correctly.
- Movies: Please be aware of the size of your video files. In most cases, lower resolution video files are very effective. While we try to support as many PC video formats as possible, we suggest MPEG 1, MPEG 2, WMV or MP4 H264 files for maximum compatibility at all meetings. Videos will be played from the projection control center.
- If audio and video clips are part of your presentation, please indicate this on the A/V Request Form and send it to the PCSA Management office.
  - If you plan to play a DVD and/or have video as part of your presentation, please be sure to test it for compatibility with the Audio Visual Crew at least 24 hours in advance.
- Pictures: Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.
- All media must be labeled with: ***Your Name, Title of Presentation, Date and Time of Presentation & File Name(s)***
- On your USB drive, please create a PCSA 2018 folder and place your files, including any video or audio files, titled by presentation, in the folder.
- If you are speaking in more than one presentation, each presentation should have its own sub-folder under the PCSA 2018 folder. Video and audio files should be moved into the titled presentation folder with the presentation as a group (all at once) so that the videos do not lose their link to the PowerPoint presentation or they need to be embedded into the PowerPoint presentation. It is always a good idea to bring your video clips with you even if you think they are embedded. Each presenter must have his or her own media.
- If you feel that your presentation has something out of the ordinary (extensive files or video clips), please bring your laptop and a copy of your presentation to the meeting as back-up.
- **All presenters MUST include a disclosure slide prior to the presentation. PCSA has a sample disclosure slide for you to download.**

If you have any technical questions regarding audio-visual arrangements, please contact Karla Stuecker, PCSA Management Office, at [kstuecker@facs.org](mailto:kstuecker@facs.org) or 312.202.5353, prior to the meeting, or with the Audio Visual crew at the Annual Meeting.



### Audio Visual Equipment Request Form

*Please submit only if additional equipment is required beyond what is automatically being provided.*

SPEAKER NAME: \_\_\_\_\_

TITLE OF PRESENTATION: \_\_\_\_\_

PRESENTATION DATE: \_\_\_\_\_

TIME: From: \_\_\_\_\_ To: \_\_\_\_\_

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Please indicate if any of the following conditions apply:

- The following will be part of my computer presentation:  
    \_\_\_ video clip from laptop/computer  
    \_\_\_ audio clip from laptop/computer
- I need video projection:     \_\_\_ DVD  
    \_\_\_ with audio
- Other Needs or special requirements (subject to approval):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** Please complete and return this form **by MONDAY, JANUARY 8, 2018.**  
Retain a copy for your files and email or fax original to:

kstuecker@facs.org  
Fax: 312-267-1778  
For questions, please call 312-202-5353.