

ASPO 2017 Spring Breakout Meeting
May 18-21, 2017
JW Austin
Austin, TX

AUDIO VISUAL GUIDELINES FOR PROGRAM PRESENTERS

*****ALL PRESENTERS MUST READ*****

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 ASPO scientific sessions.

- Presentations with audio-visual must be done utilizing PowerPoint technology. **ASPO is utilizing 16:9 aspect ratio (i.e. wide screen).** This will allow you to fit data and larger text 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.*
- Individual laptops 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 XP or MAC OS, capable of playing video & sound clips located at the tech station
- A computer mouse will be placed at the Lectern to control your presentation
- Large Screen(s) for Audience
- LCD Data/Video Projector
- Video Overhead projector for discussions
- A computer mouse at the Lectern to be used as a pointer
- Microphones (1 lavalier, 1 lectern, minimum 2 table and 2 floor)
- Computer Assistant /Projectionist & Audio Technician
- Speaker timer

Any requests beyond what is indicated above are subject to approval by the ASPO Meeting Management Team. The Meetings Team (Kathy Madryk, kmadryk@facs.org) must be notified of any problems or additional equipment requests by **Friday, April 21, 2017.**

AT THE MEETING:

- All presentations must be turned in to the **SPEAKER READY ROOM** located in Room 403 (4th floor – Near Registration) **at least 4 hours prior** to the scheduled presentation time. Those presenters speaking in the morning should check into the Speaker Ready Room the day before their presentation.
- Individual laptops will not be allowed at the podium.
- All presentations will be loaded by a technician onto the presentation computer in the session room.
- **Any updates to your presentation MUST BE MADE in the Speaker Ready and NOT your session room.**
- There will be a technician available to assist you in the Speaker Ready Room throughout the entire meeting.
- 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 (**preferably 24 hours in advance of your presentation**).
- Please note that Presenter View will NOT be available in the session room. Please be sure to bring a print out of your slides/notes to the session room if required.
- Please arrive at your session meeting room at least 15 minutes before the start of your 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.

SPEAKER READY ROOM:

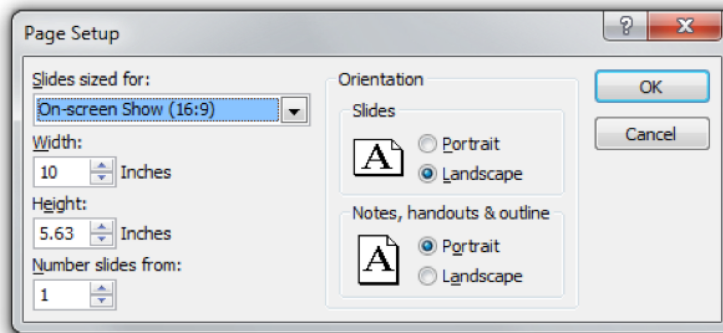
The Speaker Ready room will be available for *reviewing, editing and loading* your presentation. **All presentations must be handed in to the technician in the Speaker Ready Room.**

The Speaker Ready Room will be located in Room 403 (near Registration) and operational during the following hours:

Thursday, May 18:	11:00 am – 6:30 pm
Friday, May 19:	6:30 am – 5:30 pm
Saturday, May 20:	6:30 am – 5:30 pm
Sunday, May 21:	6:30 am – 11:00 am

POWERPOINT PRESENTATION CREATION TIPS:

- 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.
- A widescreen format should not cause any issues with text in your presentation; however some images may be stretched as a result. If your presentation has multiple images, a suggested way to transition to widescreen format is to save a copy of your current PowerPoint in the 4:3 format under a different name, then convert to widescreen, and cut and paste the images from the original version into the widescreen version.
- 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).
- We request that you use Arial as it is a common cross-platform compatible font. Serif fonts like Times New Roman do not project well.
- 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.

POWERPOINT PRESENTATION CREATION TIPS (CONTINUED):

- 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.
- 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, there will be black bars on the sides of your presentation slides.
- All PowerPoint files must be labeled with the **date, time, abstract ID number (i.e. ASPO20170095) and last name of the presenter.**
- When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must be loaded separately and saved in the same folder as the rest of your presentation.
- Save your file to a memory stick.
- If you feel that your presentation has something out of the ordinary (extensive files or video clips), please bring your laptop to the meeting as back-up.
- **All presenters MUST include a disclosure slide prior to the presentation. ASPO has a sample disclosure slide for you to download at www.aspo.us.**

QUESTIONS:

For questions regarding audio-visual, please contact Nadeem Arif at nadeem.arif@c2audiovisual.com (preferred) or at (571) 283-4717.