Combined Otolaryngology Spring Meetings - COSM
April 26-30, 2017
Manchester Grand Hyatt-San Diego, CLA

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 smooth and efficient handling of audio-visual presentations, the following guidelines have been established for the COSM scientific sessions.

- Presentations with audio-visual must be done utilizing PowerPoint technology
- Session rooms will be equipped for single screen projection.
- Title slides, **if desired or utilized**, should be included as part of each speaker's presentation. If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation.

EQUIPMENT PROVIDED:

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

- Presentation computer at the technician table installed with PowerPoint 2013. See instructions below regarding embedded videos for PowerPoint 2013.
- Monitor, laser pointer and slide advancer at podium.
- 1 Large 16:9 format Screen for Audience
- LCD Projector
- Microphones (1 lectern, 3 table and 2 floor microphones)
- A/V Technicians (1 Audio Technician and 1 Computer Technician)
- Large Display Speaker timer

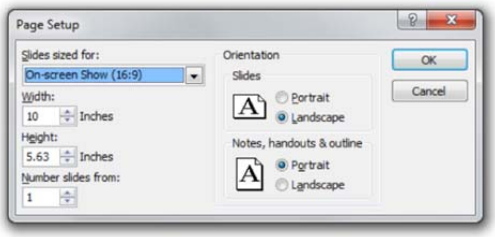
Any requests beyond what is indicated above are subject to approval by the COSM Management Office. The COSM Management Office must be notified of any problems or additional equipment requests by February 24, 2017.

IMPORTANT - SLIDE FORMATTING:

It is recommended that that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format.

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.

IMPORTANT NOTE: Since COSM is using 16:9 aspect ratio (widescreen format) for all presentations, we REQUIRE that all presentations be submitted IN ADVANCE of the meeting to allow adequate time to review and be prepared for your presentation.

AT THE MEETING:

- Your presentation must be turned into THE SPEAKER READY ROOM **at least four (4) hours prior to the start of your scheduled SESSION START TIME.** Individual laptops will not be allowed at the podium.
- **Any updates to your presentation MUST BE MADE in the Speaker Ready Room and not your session room.**
- Each computer station will have folders on the computer desktop labeled with the society name, session room, and session date and time. Your presentation must be saved in the correct folder in order to ensure that it will be loaded in the correct scientific session.
- All presentations will be loaded by a technician onto the presentation computer at the back of the 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). The Speaker Ready Room will be staffed with a technician for assistance.
- It is the presenter's responsibility to collect his or her own media (if applicable) at the conclusion of the session

SPEAKER READY ROOM:

- A 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 at least four (4) hours prior to the start of your scheduled session start time.**
- The Speaker Ready Room will be located in La Jolla B, Manchester Grand Hyatt
  Hours of operation are the following:

Tuesday, April 25	4:00 pm – 8:00 pm
Wednesday, April 26	6:00 am – 6:00 pm
Thursday, April 27	6:00 am – 6:00 pm
Friday, April 28	6:00 am – 6:00 pm
Saturday, April 29	7:00 am – 6:00 pm
Sunday, April 30	7:00 am – 10:00 am*

**Presentations turned in after 10:00 am on Sunday, April 30 should be handed in to the technician in the back of the session room in which you are presenting.*

POWERPOINT PRESENTATION CREATION TIPS:

Computer Slide Format and Lettering

- Images, movies, drawings and graphics can be obtained from sources such as digital cameras, scanners, and the Internet. Generally, any visuals (not written words) that look acceptable on a 15-inch monitor will also look good when projected**.**
- 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.**
- 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).
- 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.
- Images: JPG files are the recommended format for images.
- Sound and Video Clips: Solution 1: Pack and Go or Package to CD/Folder: 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.

QUESTIONS:

If you have any questions regarding audio-visual arrangements, please contact Marisa Villalba at mvillalba@facs.org. If you have technical questions please contact our a/v provider Rick Smith at 800-922-2848 or RSmith@audiovisualone.com