

THE TRIOLOGICAL SOCIETY
121st ANNUAL MEETING AT COSM
APRIL 20-21, 2018 • GAYLORD RESORT IN NATIONAL HARBOR, MD

AUDIOVISUAL GUIDELINES
ALL PRESENTERS MUST READ

GENERAL GUIDELINES:

In order to provide our attendees the best possible educational environment and ensure smooth and efficient handling of audiovisual presentations, the following guidelines have been established for all COSM scientific sessions.

- 1) *A title slide must be included as part of your presentation. Title slides will not be shown on a separate screen.*
- 2) *As required by the Triological Society's CME partner, disclosure information must be stated in a slide immediately following your title slide.*
- 3) *Presentations must be done utilizing PowerPoint technology.*
- 4) *All session rooms will be equipped for single screen projection (16:9 format).*
- 5) *Videos should be included as an embedded video clip within the PowerPoint presentation.*
- 6) **Personal laptops are not permitted at the podium.**

EQUIPMENT PROVIDED:

The following audiovisual equipment will be **standard** in all scientific session rooms:

- 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, table microphones and floor microphones)
- A/V Technicians (1 Audio Technician and 1 Computer Technician)
- Large Display Speaker timer

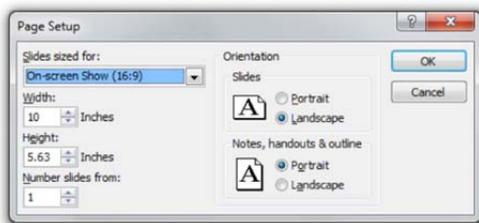
Any requests beyond what is indicated above are subject to approval by the COSM Management Office. The COSM Management Office must be notified of any problems or additional equipment requests by February 16, 2018.

IMPORTANT - SLIDE FORMATTING:

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

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 assemble the PowerPoint as you normally would. If you are converting an existing slide show, 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.

COSM is using 16:9 aspect ratio (widescreen format) for all presentations. ***It is REQUIRED that all presentations be submitted IN ADVANCE to the Speaker Ready Room to be previewed and loaded for your presentation.***

SPEAKER READY ROOM:

- The Speaker Ready room for *reviewing, editing and loading* your presentation will be located in Chesapeake K. **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 (see below).**
- The Speaker Ready Room hours of operation are as follows:

Tuesday, April 17	4:00 pm – 8:00 pm
Wednesday, April 18	6:00 am – 6:00 pm
Thursday, April 19	6:00 am – 6:00 pm
Friday, April 20	6:00 am – 6:00 pm
Saturday, April 21	7:00 am – 6:00 pm
Sunday, April 22	7:00 am – 10:00 am*

**Presentations turned in after 10:00 am on Sunday, April 22 should be handed in to the technician in the back of the session room in which you are presenting.*

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. Laptops are not allowed at the podium.**
- **Any updates to your presentation MUST BE MADE in the Speaker Ready Room and not your 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** (preferably 24 hours in advance of your presentation). The Speaker Ready Room will be staffed with a technician for assistance.
- Each computer station in the Speaker Ready Room will have folders on the computer desktop labeled with the society name, session room, and session date and time. The AV tech will assist you with saving your presentation in the correct folder in order to ensure that it will be loaded in the correct scientific session.
- It is the presenter’s responsibility to collect his or her own media (if applicable) at the conclusion of the session

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.

DURING YOUR PRESENTATION:

A mouse will be available at the lectern for you to control/advance your slides during the presentation. A monitor will be in place so you can see your presentation. Remember to 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 not be able to hear you.

QUESTIONS:

Technical questions should be directed to the COSM AV manager, Rick Smith at RSmith@audiovisualone.com or 800-922-2848. Questions regarding audiovisual arrangements should be directed to Marisa Villalba at mwillalba@facs.org.