

# TRIOLOGICAL SOCIETY COMBINED SECTIONS MEETING JANUARY 24-26, 2019 • HOTEL DEL CORONADO • CORONADO, CA

## AUDIOVISUAL GUIDELINES FOR PRESENTERS

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

### GENERAL GUIDELINES:

- A title slide must be included as part of your presentation. Title slides will not be shown on a separate screen.
- As required by our CME sponsor, disclosure information must be stated in a slide immediately following your title slide.
- The Triological Society will be utilizing a presentation management system requiring presentations to be loaded in a Speaker Ready Room that will then be network transferred into each session room. Speakers will run presentations from the podium using a remote slide advancer.
- We will be using a 16:9 aspect ratio (wide screen format) for all presentations. Please be sure your PPT slides are formatted correctly (see PowerPoint Presentation Creation Tips on how to check your formatting).
- Videos should be included as an embedded video clip within your presentation. Please arrive at the speaker ready room early to test your videos prior to your presentation time.
- When building your presentation, all files (PowerPoint and any external, i.e. video files) associated with your presentation must reside in the same folder. If you are speaking in more than one session, please organize and clearly label your presentations in separate folders.

### EQUIPMENT PROVIDED:

The following audiovisual equipment will be **automatically** provided in the session rooms:

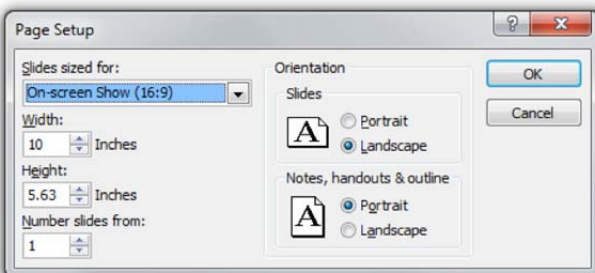
- Computer equipped with Windows XP or MAC OS, capable of playing video & sound clips - located at the tech station
- A computer mouse will be placed at the lectern to control your presentation
- Large Screen(s) for audience
- LCD Data/Video Projector
- Microphones (1 lavalier, 1 lectern, 2 table and 2 floor)
- Computer Assistant /Projectionist & Audio Technician
- Speaker timer

**Please note that use of personal Windows or Mac laptops is not permitted.** If your presentation requires the use of a DVD player, please notify a technician in the Speaker Ready Room at least 4 hours in advance so arrangements can be made for assistance in your session room.

### POWERPOINT PRESENTATION CREATION TIPS:

Microsoft PowerPoint is the designated presentation format. You may create the presentation in either Mac or PC format, although PC is preferred. Conversion from Mac to PC is possible on-site if you don't have time to do this in advance. Please arrive 24 hours prior to your session for this conversion. PCs will be used in the session rooms; please note that use of personal laptops is not permitted. The following is how to create your 16:9 PowerPoint:

- 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:



- 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.
- 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, paper # or title and last name of the presenter**.

### Users of Macintosh Computers:

If transferring a presentation from a Macintosh environment to PC platform, it is imperative that you review your presentation in the Speaker Ready Room. All supplied computers will contain Windows Media Player and QuickTime for Windows, however, this does not guarantee a successful presentation on a PC platform.

- **Keynote Users:** Please export your presentation as a PowerPoint or PDF. The following website offers instructions for this process: [https://support.apple.com/kb/PH16971?locale=en\\_US](https://support.apple.com/kb/PH16971?locale=en_US).
- **Images:** Use common image formats that are cross platform compatible such as JPG, PNG, GIF, and BMP.
- **Fonts:** Use common cross platform compatible fonts such as **Times New Roman, Arial, Verdana and Courier**. Many custom Mac fonts will not translate properly onto a Windows machine.
- **Animations:** Use simple entry animation effects, such as fly in/out, appear, and dissolve. Do not use exit animations as these are not supported in Windows PowerPoint.
- **File Extensions:** If your Mac version of office does not append the file extension, be sure to include it in your filename. Use .PPT for PowerPoint files and .PPS for PowerPoint show files.
- **Pictures:** If you use a version of PowerPoint prior to 2008, please embed pictures that are not TIFF format as these images will not appear in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible.
- **Videos:** PowerPoint 2010 or higher supports playback of MOVs. The best compatibility for MOV playback is to use MPEG4 as your codec, in some cases H.264 will also work. If you are using an older version of PowerPoint, please export MOV files to Windows Media WMV with QuickTime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Ready Room who can make arrangements to convert videos.

QuickTime Pro 7 can natively export MOV, DV, QT, or MP4 files as Cinepack codec AVI files. While the resulting file is Windows compatible, there are add on products to QuickTime that will give a better result. NOTE: QuickTime X does not support conversion using third-party plug-ins. For Snow Leopard users, we recommend installing QuickTime 7. DivX offers a plug-in for QuickTime 7 Pro that will convert all QuickTime movie formats to Windows compatible DivX files. It is available at the following website: <http://www.divx.com/en/software/divx-plus/converter>. Another option is Flip4Mac Studio. This plug-in for QuickTime 7 Pro converts QuickTime movie formats to Windows compatible WMV files. Find it at: <http://dynamic.telestream.net/downloads/download-flip4macwmv.htm>

It is *imperative* to test your “new” presentation on an actual Windows PC for verification. The following test will determine the compatibility of movie files:

1. Click Start, and then click Run.
2. In the Open box, type the appropriate command for your operating system:
  - In Microsoft Windows 98 or Microsoft Windows Millennium Edition (Me), type: mplayer.exe
  - In Microsoft Windows NT 4.0 or Microsoft Windows 2000/XP, type: **mplay32.exe**
3. Click **OK**. Media Player is started.
4. On the **File** menu, click **Open**.
5. Select the movie that you want to verify. Click **Open**. The video will play if it is the correct format.

**SPEAKER READY ROOM:**

Files cannot be accepted in the session rooms. Presentations must be finalized and reviewed by the presenter in the Speaker Ready Room at least 4 hours prior to the presentation time. It is imperative that presentations created on a Mac and converted or that contain video be reviewed.

The Speaker Ready Room will be located in Garden Room and will be operational during the following hours:

Wednesday, January 23 .....5:00 pm - 8:00 pm  
Thursday, January 24 .....7:00 am - 5:15 pm  
Friday, January 25 .....7:00 am - 2:00 pm  
Saturday, January 26 .....7:00 am - 4:00 pm

**DURING YOUR PRESENTATION:**

A mouse will be available at the lectern for you to control/advance your slides during the presentation (left click advances; right click moves back). The mouse pointer can also be used in lieu of a laser pointer (note: as there will be multiple screens in each room, laser pointers cannot be used). Monitors will be in place so you can monitor your presentation.

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:**

Questions should be forwarded to Coast 2 Coast Audio Visual, Nadeem Arif, [nadeem.arif@c2caudiovisual.com](mailto:nadeem.arif@c2caudiovisual.com) or (571) 283-4717.

We look forward to seeing you in Coronado!