



## GUIDELINES FOR PAPER PRESENTERS

The following guidelines are provided for preparation and presentation of Scientific Papers at the **26<sup>th</sup> Annual ASRS Meeting**.

### GENERAL COMMENTS AND TIMING

Thank you in advance for presenting your work as a scientific paper at the **26<sup>th</sup> Annual ASRS Meeting**. We greatly appreciate the effort involved in performing and presenting your material, and we hope to offer you an excellent opportunity to share your results within the understandable time.

Because the **26<sup>th</sup> Annual ASRS Meeting** must respect all speakers, and remain strictly on time, please prepare with efficient use of time in mind, as you will not be permitted to overrun. Also, we ask that all speakers take extra steps to maximize the exchange of information at this meeting. Papers are short and, out of necessity, extremely focused. Presenters are reminded that the audience is a highly sophisticated one and thus introductory remarks can be largely eliminated (e.g. "AMD is the leading cause of blindness in persons over age 55 in the developed world...") and speakers can "cut to the chase" in terms of study design and data presentation.

Please let us remind you that in accordance with ACCME Criteria and guidelines, all speakers are required to disclose any financial interest(s), or disclose no financial interest exists. Speakers with no financial disclosure are now required to state as such as part of their presentation. Also, any off-label uses of any drugs or devices mentioned in your presentation or listed on your audiovisual aids need to be disclosed. The disclosure of financial interest, as well as off-label uses of drugs or devices must be made both in an opening PowerPoint slide prior to your content slides AND verbally during your presentation.

Speakers failing to follow this new policy will not be permitted to continue their oral presentation during the meeting.

Speakers may wish to consider reading from a prepared script in order to keep their talk on time. Please note that there will not be individual discussion time after each paper, but rather after a group of papers.

### GENERAL SESSION ROOM

Haleakala Ballroom

A Dual podium system will be utilized. Speakers are encouraged to be ready at the front of the room immediately prior to their presentation so as to be able to step to the opposite unused podium immediately upon introduction.

The podium will be equipped with a microphone, an advance "enter" button for their graphic images, laser pointer, and an LED speaker countdown timer system.

If an audience member is designated to operate the laser pointer, it is the speaker's responsibility to provide a portable laser pointer for that person. The lectern laser pointer cannot be removed from the lectern.

### SPEAKER READY ROOM HOURS

**Saturday**, October 11  
12:30pm- 6:30pm

**Sunday**, October 12  
6:30am-4:30pm

**Monday**, October 13  
6:30am-1:30pm

**Tuesday**, October 14  
6:30am-4:30pm

**Wednesday**, October 15  
7:00am-12:00pm

## AUDIO-VISUAL GUIDELINES

- All presentations must use electronic format, (i.e. PowerPoint, or Keynote), NO EXCEPTIONS. All must be preloaded on, and given from, the main computers for the meeting.
- Automatic playback/timings should not be used in your PowerPoint presentation.
- Internet access will NOT be available in the Speaker-Ready Room or in the General Session/Symposium.
- Personal laptop connection at the podium is not permitted.
- Speakers must check in to the Speaker-Ready Room at least 4 hours prior to their scheduled presentation time. If your presentation is very comprehensive (i.e. file size 2 gig, a lot of videos and/or audio), you are encouraged to visit the Speaker-Ready Room as soon as possible after your arrival at the meeting.
- If the presentation is being given in the morning, speakers MUST check in THE DAY BEFORE.
- The Speaker-Ready Room will be staffed with a PowerPoint Technician.
- The Speaker-Ready Room staff is not allowed to duplicate or replicate any other speaker's presentation.
- The Speaker-Ready Room is strictly to be used for pre-production for the meeting. It should not be used for meetings and social gatherings.
- The Speaker-Ready Room staff specializes in presentations, they are not allowed to provide IT solutions for your personal computers
- Presenters are responsible to ensure that any attached video and audio files run correctly with their computer presentations. Presenters MUST review and confirm correct operation with the AV attendant in the Speaker-Ready Room. Speakers are strongly encouraged to bring a backup disk.
- When possible, all video play back should be imbedded within the PowerPoint or Keynote program.
- Videos should be narrated live preferentially as opposed to playing a recorded narration. Background music can be played during the video presentation.
- The Speaker-Ready Room and General Session/Symposium rooms will be equipped with a (NTSC/PAL only) DVD player only.
- There will be no facility for the playback of videotapes of ANY type.
- The Speaker-Ready Room attendant will accept computer-generated presentations on either a DVD/CD -R disc or USB Memory Stick.
- Not all fonts will be available on the show computers. Bring the FONT FILE (S) you're using in your presentation (on CD or Memory Stick) for loading onto the show computers.
- Computer generated presentations should be set to display at 1024 x 768 resolution.
- The computers provided for the Speaker Ready Room and the General Session / Symposium will be equipped as follows:  
**Pentium IV, 2.66GHz, 1G RAM, 40Gig HD, CD-RW / DVD, U.S. English Win XP, Office 2003  
MAC G5, 2.66Ghz, 2G RAM, 80Gig HD, CD-RW / DVD, U.S. English OS10.4.1, Office 2003, Keynote 08**

*No other type of software can be accommodated and speakers must make sure their version of PowerPoint / Keynote is correct prior to the presentation.*