

## ASRS PRESENTATION TECHNOLOGY REQUIREMENTS AND TIPS

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**All presentations must be uploaded via the link in the personal email that you received from Stacy Kiff (no exceptions).** ASRS staff will be available in the Speaker Ready Room if you have questions about your upload. Note that presentations cannot be directly loaded onto the show computers since they must undergo a peer review prior to presentation.

If the presentation is being given in the morning, speakers must upload presentations the day before in order to comply with the 20-hour upload deadline.

We strongly encourage you to travel with all the necessary files, including videos, on your laptop or external storage device. Any files that have been created in a network environment need to be copied to your local hard drive in case we need to re-link files on-site.

Requirement/ Tip for:	Requirement/Tip
<b>Presentation Software:</b>	<p>PowerPoint and Apple Keynote.</p> <p>No outside documents should be used or linked to, including word, excel, youtube, etc., as any content outside of the PowerPoint/Keynote software will not be recorded. Consider using screenshots or download any video files you wish to use.</p>
<b>Presentation Format</b>	<p>All screens in the General Session will be 16:9 widescreen format</p> <p>Please build or convert your presentation to 16:9 as your presentation format aspect ratio. See guidelines for "<a href="#">Building Your Presentation</a>".</p> <p>If you use 4:3 as your presentation format aspect ratio, your presentation will be "pillar boxed" on the 16:9 screens.</p>
<b>Presentation Size, Font and Bullet Usage</b>	<p>Delete any <b>hidden slides</b> in your presentation that you will not be using. This is an easy way to get rid of unnecessary data and help your presentation load faster.</p> <p>Another way to reduce the overall size of your presentation is to optimize any <b>pictures</b> you include:</p> <ul style="list-style-type: none"> <li>• Click on any picture in your presentation. Then click on the 'Picture Tools Format' ribbon at the top of the screen. On the left-hand side of the ribbon click on the 'compress pictures' option. A pop-up box with options will appear. Make sure to un-check 'apply only to this picture' (this will make sure that all pictures in your file are compressed at once). 'Delete cropped areas of pictures' should stay checked and if given the option choose 'screen 150ppi' otherwise select 'use document resolution'. Depending on the photos in your presentation this can greatly reduce the size of your file without greatly effecting quality.</li> </ul> <p><b>Font sizes</b> below 12 points will be difficult for the audience to see. <u>Not all fonts will be available on the show computers.</u> Please embed any unusual or non-standard font file(s) you're using in your presentation for use on the show computers. Customized <b>fonts</b> should be embedded in your presentation to ensure they are displayed properly. Be mindful of font sizes and how much information is displayed on each page.</p> <p>A general rule for <b>bullets</b> is no more than 5 bullet points per slide, and no more than <b>8 words per bullet</b>.</p>

<p><b>Video/Audio Files:</b></p>	<p>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. Even though you may think your files are “embedded” into your presentation, they may not play properly when transferred to a different machine so checking with the AV attendant can help ensure a successful presentation.</p> <p>When possible, all video play back should be linked or embedded within the PowerPoint or Keynote program. However, automatic playback/timings should not be used in your presentation.</p> <p>Please be sure to upload your video as a separate file for back-up purposes.</p> <p>The preferred video format is .avi files for Windows or QuickTime .mov files for Mac/Windows, although all formats are accepted.</p> <p>Videos should be narrated live preferentially as opposed to playing a recorded narration. Background music can be played during the video presentation.</p> <p>‘Uncompressed AVIs’ should not used. Uncompressed files are very large and will slow down the upload process.</p>
<p><b>Computers</b></p>	<p><b>Personal laptop connection at the podium is not permitted.</b></p> <p>The computers provided for the Speaker-Ready Room and the General Session / Symposium will be equipped as follows:</p> <ul style="list-style-type: none"> <li>• Intel® Xeon® W-10855M 2.8GHZ, 1TB SSD, 32GB RAM</li> <li>• Windows 10 Professional</li> <li>• MS Office 2019</li> <li>• NVIDIA® Quadro® RTX™ 4000 with Max-Q 8GB</li>   <li>• MacBook Pro -Quad-Core Intel 2.8GHz</li> <li>• MAC OS Mojave 10.14.6</li> <li>• Apple Keynote</li> </ul>

<p><b>Pre-Meeting Upload</b></p>	<p>To submit your presentation file, go to the e-mail sent by <a href="mailto:stacy.kiff@asrs.org">stacy.kiff@asrs.org</a> and log on with your unique user name and password.</p> <p>If you have any technical questions related to your presentation, please feel free to contact the Ovation Helpdesk at: <a href="mailto:conciierge@ovationevents.com">conciierge@ovationevents.com</a>.</p> <p>You may send additional files, make changes to files you've already sent, download your files or check your presentation online up to twenty hours prior to your scheduled session. After the 20 hour deadline and peer review, only minor edits, such as typos, can be corrected on-site in the Speaker Ready Room. Please keep in mind that your final and complete presentation must be uploaded at least twenty hours before your session begins (unless an earlier deadline was provided).</p>
<p><b>Timing Your Presentation</b></p>	<p>Please prepare for your presentation with efficient use of time in mind, as you will not be permitted to overrun. 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.</p>
<p><b>Getting Ready to take the Podium</b></p>	<p>Your session will be held in the General Session Room. A dual lectern system will be utilized for full length and rapid fire paper presentations. Speakers are encouraged to check in with ASRS staff at the registration desk in the front of the room at least 10 minutes in advance of their presentation for instructions regarding left or right podium assignments. Please be ready at the front of the room immediately prior to your presentation so as to be able to step to the opposite unused lectern immediately upon introduction.</p> <p>Each lectern will be equipped with a microphone, slide advancer, laser pointer, and an LED speaker countdown timer system.</p>
<p><b>During your Presentation</b></p>	<p>Take extra steps to maximize the exchange of information. Timing of presentations is important so that we adequately provide time for questions and answers. Please note that there will be individual discussion time after some papers, other times after a group of papers.</p>