

AUDIO VISUAL GUIDELINES

The 2019 ACS Quality and Safety Conference will utilize a Presentation Management system that allows for advance submission of presentations, review of presentations in the Speaker Ready Room, and the networked transfer of presentations into each session room. Speakers will present from the podium using the Presentation Management software.

EQUIPMENT PROVIDED:

The following audio visual equipment will **automatically** be provided in the General Session room:

- Presentation computer at tech table equipped with the following: Intel i7 processor with 8GB Ram, DVD/CD, Windows 7, MS Office 2013, Adobe Acrobat Reader, Windows Media Player, and Quick Time Player
- Monitor and remote mouse (for slide advancing and use as screen pointer) at podium
- Confidence monitor of presentation for panel
- Speaker timer
- LCD projectors and screens
- Microphones for presenter and panel
- Floor microphones for audience Q&A
- In-room Audio-Visual technician
- IMAG projection (in-room camera feed on screens)
- Audio support for video playback
- **Presentations MUST be in widescreen 16:9 format**

The following audio visual equipment will **automatically** be provided in the Preconference and Breakout Session rooms.

- Presentation laptop PC at podium
- Mouse at podium
- Confidence monitor on floor
- Speaker timer
- LCD projector and one screen
- Microphones for presenter and panel
- Floor microphones for audience Q&A
- Technician to float between breakout rooms
- Audio support for video playback
- **Presentations MUST be in widescreen 16:9 format**

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.

ASSEMBLE YOUR PRESENTATION:

Please see the PowerPoint Presentation Creation Guidelines at the end of this document for detailed information regarding the assembly of your presentation. Microsoft PowerPoint is required and all versions of PowerPoint Office from 2013 to the latest version will be supported. If your PowerPoint is from a version of PowerPoint prior to Office 2013, please use the convert feature located under "File, Help" when you have your PowerPoint open. Conversion from Mac to PC is possible onsite if you don't have time to do this in advance. Please arrive in the Speaker Ready Room 24-hours prior to your session for this conversion.

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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. When preparing presentations for submission, please title the file as follows:

- Date of Presentation – Session Time – Speaker First and Last Name
- Example: 26_1430_Smith_John.pptx
- (Keep the file name length under 30 characters and exclude the following characters:
- \$ & + , / : ; = ? @ “ < > # % { } | \ ^ ~ [] ')

ABSTRACT PRESENTATIONS: Due to the time constraints, we require that each presentation be kept to a maximum of 10 PowerPoint (PPT) slides (not including the title and disclosure slides) and not contain videos or animations. All other Audio Visual guidelines apply. For information on poster presentations please see the additional accompanying information.

Meeting room computers are not connected to the internet unless prior approval for internet is received from Quality and Safety staff. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

Presenter Mode in the Meeting Room

We have the ability to run presenter mode in the meeting rooms. This allows attendees to see your slides on the monitor, but only you can view the associated notes on the lectern. For more information on presenter mode in PowerPoint, please click [here](#).

IMPORTANT - SLIDE FORMATTING:

It is REQUIRED that that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format. We have provided a PowerPoint template formatted with these specifications.

How to convert PowerPoint to 16:9 ratio:

1. **Open PowerPoint** on your PC
2. 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)**.
3. **Click OK**

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 we're using 16:9 aspect ratio (widescreen format) for all presentations, and IMAG in the General Session room, we REQUIRE that all presentations be submitted IN ADVANCE of the meeting to allow adequate time to review and be prepared for your presentation.

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ADVANCE SUBMISSION OF PRESENTATIONS - REQUIRED

Presentations can be submitted in advance of the meeting beginning **on Monday, June 3rd, 2019** via the Freeman Presentation Management site. **You will receive notice via email when the website is available for submissions**. Further instructions regarding loading presentations to the submission website will be included with the notice when the system is live and ready to accept presentations.

Please note that if you have more than one presentation to submit to this meeting, each has to be submitted separately. All of the presentations that belong to you will be listed after logging in. You will receive a confirmation email once your presentation has been received. If you do not receive this email, please contact PresentationManagement@freemanco.com to verify your file has been uploaded.

Multiple Presenters: Please **do not combine multiple presenters' presentations** into one file and then submit under one name. The system manages presenters individually and any co-presenter will not be able to log-in to edit the combined presentation.

How to make changes to your presentation: If you need to make changes to a presentation that you submitted, you may resubmit the files via the Freeman Presentation Management speaker-portal using a new file name and delete the earlier submission. You may also make changes to your presentation in the Speaker Ready Room on-site at the meeting.

BACK UP COPY OF PRESENTATION:

Although we take every precaution to ensure files are not corrupted during the file upload, it is always recommended that you bring a backup copy of your presentation on a CD or USB flash drive. If you create a CD, be sure to close or finalize your session otherwise you cannot access the CD from any computer. PowerPoint 2013 will embed videos by default (prior versions of PowerPoint do not); however still bring the videos just in case.

SPEAKER READY ROOM:

Presentation files cannot be submitted 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**. Those presenters speaking in the morning should check into the Speaker Ready Room the day before their presentation. Speakers who have already submitted presentations via the advance submission website are strongly advised to verify the integrity of their presentations in the Speaker Ready Room. It is imperative that presentations created on a Macintosh and converted or that contain video be reviewed. A mock podium setup will also be available to practice using the Presentation Management System.

NOTE: All computers are Microsoft, Windows-based, with Microsoft Office 2013.

Once you arrive at the Speaker Ready Room, you can log-on to an available computer to review your presentation. If you submitted your presentation in advance via the website, once you log-in to the computer, all of your files will be displayed in a list. A technician will provide assistance if you need help loading your media or accessing your files.

You can make changes to your presentation(s) while in the Speaker Ready Room. Once you are done reviewing your presentation, close PowerPoint (PPT) and click on Logout on the top of the screen. This will ensure that your presentation gets to your session room in a timely manner.

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The Speaker Ready Room will be in Room 204AB (near Registration) at the Walter E. Washington Convention Center and will be operational during the following hours:

- Thursday, July 18th 12:00 pm – 5:30 pm
- Friday, July 19th 6:30 am – 5:30 pm
- Saturday, July 20th 6:30 am – 5:30 pm
- Sunday July 21st 7:00 am – 5:30 pm
- Monday July 22nd 7:00 am – 11:00 am

SPEAKER DISCLOSURE SLIDE:

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) and the American Nurses Credentialing Center (ANCC) criteria, all speakers must disclose relevant financial relationships with any commercial interest as it pertains to each presentation. Authors are required to disclose any conflicts on a slide at the start of the presentation. Please state any conflicts at the start of your presentation and include a slide stating these conflicts. If you do not have anything to disclose, you must also include a slide that states so.

DURING YOUR PRESENTATION:

Please arrive at your session meeting room at least 15-minutes before the start of your session. If you didn't familiarize yourself with the mock lectern set-up in the Speaker Ready Room, review the set-up at the lectern in the session room. To launch your presentation, simply click your name on the display monitor at the lectern. A mouse and a wireless slide advancer 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). At the end of your presentation, the display will return to the list of presenters for your session.

If your presentation was created with a MAC, please bring your computer as a backup in the event that there are compatibility issues with your presentation. Your laptop must have an external VGA output port. If it is determined that your computer must be used due to any issues, computers must be brought to the assigned meeting room at least ONE HOUR prior to the start of your scheduled SESSION.

We ask that all panelists and presenters sit on stage during the session to avoid taking unnecessary time for speakers to get on stage and get settled. Moderators, please notify an ACS staff/room monitor if you discover any panelists or presenters are missing from your session.

A lectern microphone will be provided in each meeting room; wireless lavalier microphone available upon request. Speak directly into the lectern microphone in a normal voice at a comfortable distance between your mouth and 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.

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POWERPOINT PRESENTATION CREATION GUIDELINES:

- **References:** All sources, including images MUST be referenced. If using **images** you did not personally create, please assume that the image is copyrighted, and therefore you need to give credit for the image.
- In the creation of your presentation, we have provided you a Microsoft PowerPoint (PPT) template and must be PC-format. Use common image formats that are cross-platform compatible such as JPG, PNG, GIF, and BMP. We request that you use Arial, as it is a common cross-platform compatible. Serif fonts like Times New Roman do not project well. 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 as they don't project well.**
- **Supported Formats:** The Presentation Management system at the ACS Quality & Safety Conference is optimized for PowerPoint, whether created on a PC or Mac. To take advantage of advanced media supported in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open.
- The Presentation Management system being utilized currently does not support upload of Prezi files. The session room computers are not online and will not have Prezi Desktop installed. Presenters who wish to use Prezi must bring it on a USB flash drive in the offline portable Prezi format to be tested in the Speaker Ready Room. This requires that you have a Prezi Pro account and instructions to do so are detailed on the Prezi site at this link: <https://prezi.com/support/article/sharing/download-a-portable-prezi/>.
- **Text Size:** There are no set guidelines for how much text you can put on a line in PowerPoint because different font sizes will project differently. 10 point in Arial looks like this, whereas 12 point in Arial looks like this. So, the true test is to look at your screen and adjust as needed. You can size test your PPT so that your PPT will view the same in the room as what you have on your computer screen in the following way: With your PPT in presentation mode, measure the width of your PPT image. Multiply the width times 7. The result will be the number of inches you need to back away from your screen so the image looks like your PPT will project as viewed in the back of the room. If your monitor is 15 inches wide, back up 105 inches. If you can't read the slide, consider using multiple slides with larger text to get the message across.
- **Videos:** Please be aware of the size of your video files and in most cases, lower resolution videos are sufficient. The preferred format is Windows Media Video (WMV). While some conversion may be necessary, videos created as MP4 (ideally MPEG4 but H.264 codecs as well), AVI (DivX, Xvid, or WMV codecs), MPG (MPEG1 & MPEG2) and MOV (H264 & MPEG4) can also be accepted. Please remember to compress your video as it will load faster during your presentation with no distinguishable loss in quality. As previously stated, videos are not permitted for Abstract Presentations.
- **Pictures:** Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images. **ALL IMAGES MUST BE REFERENCED.**
- **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. As previously stated, animations are not permitted for Abstract Presentations.

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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: Keynote files are not supported. Please export your presentation as a PowerPoint or PDF for upload, and be sure to review the result in the Speaker Ready Room. The following website offers instructions for this process:
https://support.apple.com/kb/PH16971?locale=en_US.
- **File Extensions:** If your Mac version of office does not append the file extension, be sure to include it in your filename. Use .PPT or PPTX 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 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>.

Users of Macintosh Computers:

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.

For any technical issues with the submission site or presentation files, please contact PresentationManagement@freemanco.com. If you have any questions pertaining to audiovisual arrangements, please contact Karla Stuecker, CMP, ACS Senior Meeting Planner at kstuecker@facs.org or 312-202-5353.