

INSTRUCTIONS FOR PRESENTERS

Presenters are expected to adhere strictly to the time allotted to ensure the smooth running of the sessions.

Only computer projection will be available. Presentations will be shown via a central system; **it will not be possible to use personal laptops or project the presentations (e.g., from USB drives) in the meeting rooms.**

On-site presentation upload:

All presenters must upload their presentation to the Slide Preview Center, located in Room "D", at least 2 hours prior to the presentation. The Slide Center will manage all presentations and scientific sessions.

Presenters with PowerPoint presentations on a USB drive: please report to the Slide Preview Center **at least 2 hours** before your presentation, or the day before for early morning presentations.

Presenters with presentations on their own laptop and/or using Macintosh/Apple: please report to the Slide Preview Center **at least 3 hours** prior to your scheduled presentation time or the day before for an early morning presentation, to convert the file to a Windows format and/or to download the presentation to the main system.

Presenters with video presentations: the MP4 video extension (codec H264) with the name of the presenting author should be delivered to the Slide Preview Center **at least 3 hours prior to the start of the session** or the day before for early morning presentations.

All sessions are scheduled as in-person sessions, and all Presenters/Moderators are required to attend in person.

Presentation Guidelines:

- **Only Microsoft PowerPoint** (version 2003 or later) for Windows or Mac **will be accepted**. Projection ratio will be **16:9**. Other presentation software (i.e. Keynote) will not be accepted.
- The second slide **must include the speaker's financial disclosure information**.
- The presentation must be saved with the presenter's name (e.g. John Smith), **not** with a generic name (such as faceahead2024 or Prague2024).
- Video and image files must be saved as the PowerPoint presentations in the author's presentation folder and copied to that folder **before being included** in the presentation (1).
- Videos should be saved as MPEG4 (.mp4) (codec h264 – MPEG-4 AVC) or in Windows Media Video (.wmv) format and **must start automatically when the slide is opened**, not by double clicking the image (2).
- The preferred Audio format is m4a (AAC).
- Do not include more than one video per slide.
- Video files should not exceed **200 MB**. If this limit is exceeded, please bring a copy of the video on an external hard drive or similar device to the Slide Preview Center **one day prior to your session**.
- PowerPoint presentations should not exceed **100 MB**, excluding videos.
- Images should be reduced in size using a graphics program such as Imaging, Photoshop, Photo-Paint, PaintShop Pro or similar before importing them into PowerPoint.
- It is recommended that you use **.gif** and **.jpg** formats for images. Other file types may be used as long as they are compatible with PowerPoint.

- The use of USB flash drives (or memory sticks) is recommended for easy download of presentations to the Slide Preview Center.
- **No advertising** may be included in the educational program in any form (e.g., windows, screen shots, promotional spots).
- **Only generic names for drugs, tools, deans, etc. may be used and must not refer to any trade name.**

To create a presentation folder:

(1) First, create a presentation folder. Copy all the files you need for the presentation into the folder. Using PowerPoint, create the presentation, by inserting the video that you have saved in the presentation folder. Then save the presentation in the presentation folder.

(2) To insert a video into the slide show, follow these steps: Select the slide where you want to insert the video, from the "Insert" menu select "Video and Sounds ...", click "Video from file". Select the video file you want, and press "OK". When asked if you want the video to play automatically during your presentation, select yes.