

78th Annual Meeting of AAST and Clinical Congress of Acute Care Surgery
September 18-21, 2019
Sheraton Dallas Hotel
Dallas, Texas

AUDIO VISUAL GUIDELINES FOR ANY PRESENTATIONS

*****ALL PRESENTERS MUST READ*****

**ALL PRESENTERS MUST UPLOAD PRESENTATIONS FOR ALL SESSIONS IN
THE SPEAKER READY ROOM (PRESS CLUB)**

GENERAL GUIDELINES:

In order to provide our attendees the best possible educational environment and ensure a smooth and efficient handling of audio-visual presentations, the following guidelines have been established for the AAST scientific sessions:

- Presentations with audio-visual must be done utilizing PowerPoint technology. **For the fourth year, AAST is using the 16:9 aspect ratio** (i.e. wide screen). This will allow you to fit data and larger text on the screen. A sample slide for both MAC and PC can be found on the AAST [website](#).
- Title slides must be included as part of each speaker's presentation. Title slides will NOT be shown separately on a second screen.
- If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation. *It is absolutely required that you arrive at the speaker ready room to test all video at least 4 hours prior to your presentation time. Computers will **NOT** be allowed at the podium.*

EQUIPMENT PROVIDED:

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

- Presentation laptop PC / MAC (equipped with Windows XP or MAC OS, capable of playing video & sound clips located at the tech station)
- Mouse at podium (for slide advancing and use as screen pointer)
- Large Screen(s) for Audience
- LCD Data/Video Projector
- Video Overhead projector for discussions
- Microphones (1 lavalier, 1 lectern, 2 table and 2 floor)
- In-room Audio-Visual technician
- Speaker timer
- Presentations should 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 (equipped with Windows XP or MAC OS, capable of playing video & sound clips located at the tech station)
- Mouse at podium (for slide advancing and use as screen pointer)
- LCD Data/Video Projector and Screen
- Floor Microphones for audience Q&A
- Audio-Visual technician to float between breakout rooms
- Speaker timer
- Presentations should be in widescreen 16:9 format

Any requests beyond what is indicated above are subject to approval by the AAST Meeting Management Team. The Meetings Team must be notified of any problems or additional equipment requests by Monday, **July 8, 2019** at kmadryk@facs.org

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.

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 – Paper # - Presenter Last Name

Example: 26_1430_39_Smith.pptx

(Keep the file name length under 30 characters and exclude the following characters:

\$ & + , / : ; = ? @ “ < > # % { } | \ ^ ~ [] ‘ ’)

Meeting Room computers are not connected to the Internet unless prior approval for internet is received from AAST Management team. 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.

Multiple Presenters: Please **do not combine multiple presenters’ presentations** into one file and then submit under one name.

AT THE MEETING:

- All presentations must be turned in to the **SPEAKER READY ROOM** located in Press Club **at least 4 hours prior** to the scheduled presentation time. Those presenters speaking in the morning should check into the Speaker Ready Room the day before their presentation.
- Individual laptops will not be allowed at the podium.
- All presentations will be loaded by a technician onto the presentation computer in the session room.
- **Any updates to your presentation MUST BE MADE in the Speaker Ready and NOT your session room.**
- There will be a technician available to assist you in the Speaker Ready Room throughout the entire meeting.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Ready Room prior to your presentation (***preferable 24 hours in advance of your presentation***).
- Please note that Presenter View will **NOT** be available in the session rooms. Please be sure to bring a printout of your slides/notes to the session room if required.
- Please arrive at your session meeting room at least 15 minutes before the start of your session.
- To launch your presentation, simply click your name on the display monitor/laptop at the lectern. 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 for sessions rooms with dual screens. At the end of your presentation, close your PPT.
- 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 then not hear you speak.

SPEAKER READY ROOM:

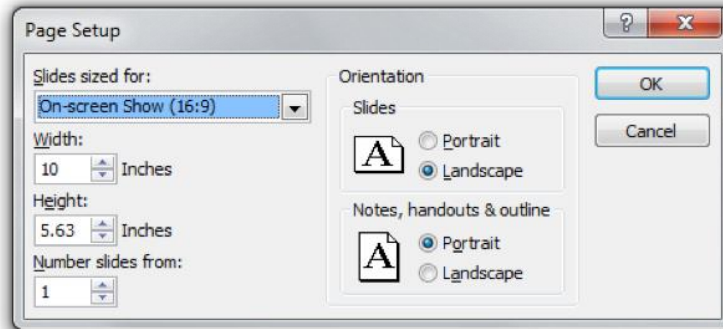
The Speaker Ready room will be available for *reviewing, editing and loading* your presentation. **All presentations must be handed in to the technician in the Speaker Ready Room. Presentation files cannot be submitted in the session rooms.**

The Speaker Ready Room will be in the Press Club Room and operational during the following hours:

Tuesday, September 17, 2019:	9:00am – 7:00pm
Wednesday, September 18, 2019:	6:00am – 6:00pm
Thursday, September 19, 2019:	6:00am – 6:00pm
Friday, September 20, 2019:	6:00am – 6:30pm
Saturday, September 21, 2019:	7:00am – 11:00am

POWERPOINT PRESENTATION CREATION TIPS:

- In the creation of your presentation, we have provided you with a Microsoft PowerPoint (PPT) 16:9 template and must be PC-format. If you don't use the template provided, 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



- 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.
- 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 # and last name of the presenter**.
- When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must be loaded separately and saved in the same folder as the rest of your presentation.
- Save your file to a memory stick.
- If you feel that your presentation has something out of the ordinary (extensive files or video clips), please bring your laptop to the meeting as back-up.
- **All presenters MUST include a disclosure slide prior to the presentation. AAST has a sample disclosure slide for you to download.**

QUESTIONS:

For questions regarding audio-visual, please contact Nadeem Arif at nadeem.arif@c2caudiovisual.com (preferred) or at (571) 283-4717.