

Guidelines for Electronic Presentations

Options IX for the Control of Influenza
August 24 – 28, 2016

Sheraton Grand Chicago Hotel
301 E. North Water Street
Chicago, IL, USA

OVERVIEW

All oral presentations can be created with Microsoft PowerPoint 2010 for Windows.

Each speakers **MUST** bring their presentation to the **Options Speaker Ready Room** on any of the following formats:

- CD or DVD
- USB Flash Memory Stick
- USB External Hard Drive

The Speaker Ready Room located in the Sheraton Grand Chicago Hotel, **STREETERVILLE Room, will be open during the following hours:**

Wednesday, August 24	2:00 pm – 6:30 pm
Thursday, August 25	6:30 am – 6:00 pm
Friday, August 26	6:30 am – 6:00 pm
Saturday, August 27	6:30 am – 6:00 pm
Sunday, August 28	6:30 am – 2:00 pm

REQUIRED

Options IX requires presenters to include their mandatory financial disclosure **BEFORE** the first/title slide of their PowerPoint presentation. When you are preparing your presentation, please be sure to include this information on your first slide. An example of the disclosure slide will be available on the presenter information page on the Options IX website at <http://2016.isirv.org/>

PRESENTATION SETUP

PowerPoint (.ppt or .pptx) is recommended for all users.

Slide presentation dimensions are 4:3

The recommended video format is Windows Media (.WMV). If you are using another video format, please consult with the audiovisual contact onsite in the speaker ready room to make sure the video will be compatible with the equipment used in session rooms.

AT THE CONFERENCE

All presenters are required to check-in at the Speaker Ready Room and preview their files no later than **TWO HOURS PRIOR** to the start of the session in which they are to speak. Even if a presenter is unavoidably delayed, he/she is still required to go directly to the Speaker Ready Room. **DO NOT GO STRAIGHT TO THE SESSION WITHOUT FIRST CHECKING IN AT THE SPEAKER READY ROOM.**

Speaker Ready Room

In the Speaker Ready Rooms, PSAV staff is readily available to help speakers upload and prepare their presentation. The computers in the Speaker Ready Room and presentation rooms will be Windows-based PCs with Microsoft PowerPoint 2013 (**Office 2013 installed**). Presenters should make sure all fonts appear as expected and all sound/video clips are working properly in the Speaker Ready Room.

The following presentation file types are acceptable for Annual Meeting presentations:

- Microsoft Office PowerPoint (.ppt), (.pptx)
- Adobe Acrobat (.pdf)
- Apple Keynote (.key)*

* **Apple Macintosh Users:** Please use the latest version of Keynote 6.5+ when preparing your slides. The presentation submission site will not accept older versions of Keynote files (6.4 or older). Please contact the PSAV support team for assistance on upgrading your Keynote file to the 6.5 version required. (support@psavds.com or call (214) 210-8006)

It is **REQUIRED** that all presentations be reviewed, edited, and saved as the final version at least **TWO HOURS PRIOR** to the start of the session the presenter is scheduled to speak in.

Security

- Proper identification is required in order to submit a presentation and also to upload, preview, and edit files in the Speaker Ready Room.
- Media storage devices (USB Memory Sticks, CDs, DVDs, etc.) are returned to Options IX Registration Desk or destroyed if left behind.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted off of all computers at the end of the meeting in the presence of an Options IX staff member.

Movies and Multimedia

Be sure if using movie clips or other multimedia, to place all items used for the presentation's creation in a folder and copy this folder to a backup media drive. **This is**

necessary for any clips to run properly, without the clips the PowerPoint presentation will not know where to find the movie. Remember to bring this disk with you to the meeting.

Meeting Room Setup

1. At the speaker lectern:
 - a. A monitor to view the presentation
 - b. A keyboard to advance slides
 - c. A laser pointer
 - d. A microphone
 - e. A speaker timer that will show the presentation time and countdown.
When the speaker's presentation time is finished, a red light will show on the timer.
2. At the moderator head table:
 - a. A monitor to view the presentation
 - b. (2) table top microphones
3. Audience:
 - a. Microphone in aisles of seating used for attendee question and answers after speaker presentation.
4. Audiovisual technician table:
 - a. Technician to load presentations and ensure microphones are working properly
 - b. Computer with all session presentations

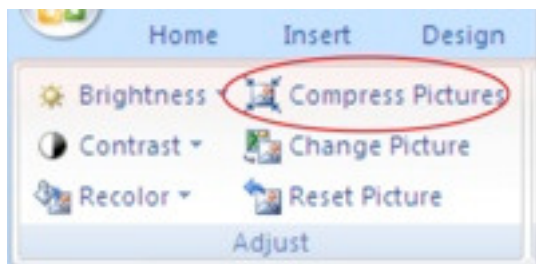
Each presentation room will be staffed with an audiovisual (AV) technician, who will assist in starting each presentation. Before the session starts, the AV technician will confirm all presentations are loaded on the technician computer and accounted for. If the AV technician notices a missing presentation then he/she will contact the Speaker Ready Room for verification and notify the moderator if necessary.

The AV Technician will ensure that each presentation is loaded on the lectern speaker monitor. Once the presentation is loaded, the speaker will then control the presentation slides from the lectern using a computer keyboard. There will be a separate laser pointer.

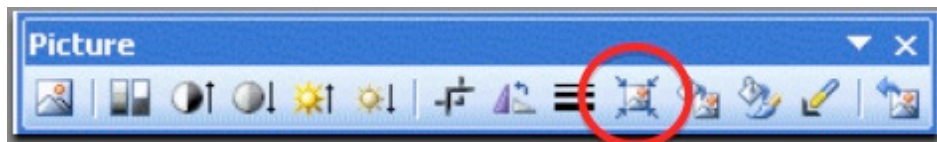
Please note: Internet access **WILL NOT** be available in meeting rooms or in the Speaker Ready Room.

PowerPoint 2010 Presentation Tips

- Confirm that the presentation format selected is for **ON SCREEN SHOW**.
See: File / Page Setup
- Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. San serif fonts are recommended. Light colored text on a dark background is advised. Avoid using red or green.
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Times Roman, Arial, Helvetica, and Symbol fonts is advised. Some other fonts may not transfer properly from your computer to the system used for presentation.
- Confirm that the maximum number of lines in text slides is no more than 6 or 7.
- Images to be placed in Power Point slides should be resized to approximately 800 x 600 pixels and saved as JPEG or PNG files. Images should be inserted into the slide using **the INSERT / PICTURE / From FILE** command (see pages 3-4 for additional instructions). (A presentation of 20 slides containing 15 image slides will typically be 1 to 2 MB in size.)
- Alternatively, once you have completed your presentation, you can click on any picture and the “Picture Tools” toolbar will appear:



Office 2007/2010



Office 2003

By Clicking on the “Compress Pictures” icon all of the images in your presentation will be optimized to reduce the file size while retaining image quality.

- **If your presentation contains video or audio**, confirm that all needed files are in the SAME FOLDER as your presentation. (If these files are not present, they will be unavailable when your give your presentation.)

- Proofread and spell check. Correct all errors.
- Back up your presentation and associated files (video clips; audio files) on a USB Flash Memory Stick and/or a DVD and confirm that the presentation runs properly from the backup.

Creating the Presentation

(Throughout this document, computer commands will be written in bold. Multilevel commands will be included such as **File/Open**, which indicates select the **File** pull down menu, then select **Open**.)

1. Create a new PowerPoint file, or use a previous file.
2. Set up document for on-screen display.
 - File / Page Setup**
 - Select **On-Screen show** in pull down menu for **Slides sized for:**
3. Use Slide Master to set up template
 - a. **View/Master/Slide Master**
 - b. Select **View/Normal** to return to editing slides
4. Color Scheme
 1. Light colored text on a dark background works very well. Avoid using red and green.
 2. The color schemes included with PowerPoint work very well.

Inserting Text

1. Sans Serif fonts are recommended for on-screen shows. These include Arial and Helvetica.
2. Limit each slide to 7 lines of text and 7 words on each line.
3. Use a font size of least 24 point.
4. Use no more than 2 fonts on a slide.

Inserting Images

The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

1. For on-screen presentations, JPEG-type images work well. This type of image file can be created with virtually all imaging programs.
2. There are many graphics programs, which can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program
 - a. Change the size of the image to approximately 800 x 600 pixels
 - b. Save as file type "JPEG" or "JPG"
 - c. Select compression setting of 8 (High quality image)

3. Insert all images into PowerPoint as JPEG files.
 - a. If you copy the images to the clipboard and then **Edit / Paste** them into PowerPoint, the images will not be compressed and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint
 - i. **Insert / Picture / from File**

Copy Slides from other PowerPoint files

1. **Insert / Slides from Files**
2. Select Source File and Slide(s)

Inserting Movies

Care must be taken to be certain video clips will play correctly in your presentation. Standard video formats include MPEG AVI, and WMV (Microsoft Windows). Review the Microsoft Knowledge Base article on the web at:

<http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>

Within each format, there may be different types of compression used. These include MPEG, AVI, WMV. Each format or “codec” has certain features, which affect the final output. You may need to try different settings when you create the video clips to get the best quality. There is a trade-off between high quality videos and large files. Use short video segments when needed, and try to keep the file to less than 20 Mb.

PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. To insert a video, **Insert / Movies and Sounds / Movie from File**. Be certain to bring the video files and the PowerPoint files to the Annual Meeting.