

# INFORMATION FOR ASBMR 2014 ANNUAL MEETING

## CONCURRENT ORAL PRESENTATIONS

Your work has been highly valued by a stringent peer review system and is expected to receive a lot of attention at the scientific meeting. The ASBMR Program Committee asks that you take considerable care with its presentation. Please adhere to the following guidelines for your presentation:

- Your presentation is scheduled for 15 minutes (10 minute presentation with 5 minutes of question and answer). **Your total presentation must not exceed 15 minutes.**
- You should arrive at least 10-15 minutes before the start of the session and check in with the moderators of the session, so they can verify your participation.
- Please rehearse your talk with your colleagues so that you are confident your presentation is clear, the slides are easy to read and understandable, and you do not run over the time allotted.
- Be prepared to answer questions on your work. If you feel you are unable to give a clear presentation and/or to fully understand and answer questions, the talk should be given by a colleague who can. If this is the case and another colleague will make the presentation on your behalf, the colleague should make sure to notify the moderators of this change prior to the start of the session.
- The ASBMR encourages senior presenting authors to give any young investigator authors of the abstract the opportunity to present at the ASBMR 2014 Annual Meeting.
- If you have received NIH or other funding for the work presented in your presentation and/or have any Conflict of Interest information, please make sure to include acknowledgment of this support or disclosure information on the **second slide of your presentation**. It is not necessary to acknowledge every co-author verbally; this acknowledgement should be made on a slide included in your presentation.
- ASBMR must be informed immediately if a paper is to be or has been published in print before the meeting.
- If your presentation is treatment-related, you must give a balanced view of therapeutic options by providing several treatment options, whenever possible, and by always citing the best available evidence.

# SLIDE PRESENTATION INSTRUCTIONS

## **Before Getting Started:**

Please make sure that your web browser and Flash plugin have been updated to the most recent versions. You can check/update your Flash version [here](#).

## **Can't Login?**

If you do not know your login name, click the "Forget Your Password?" link on the login page. When you enter your email address, both your login name and temporary password will be emailed to you. If you are still having trouble please contact us at [support@sessionupload.com](mailto:support@sessionupload.com).

## **Slide Type:**

**Data projectors for Microsoft PowerPoint (ONLY) will be provided in all session rooms at the ASBMR Annual Meeting.** We currently support all versions of PowerPoint through Office 2010. If your PowerPoint is from a version of PowerPoint prior to Office 2010, please use the convert feature located under "File, Help" when you have your PowerPoint open.

**Important:** When naming your file, please keep the length **under 90 characters** and do not include symbols **ex. () , / ~ '**  as this will prevent your presentation from being transferred to the Meeting Room computer.

## **Uploading Files:**

**Step 1:** After Registration please use the actual show URL to access the Presentation Management website.

**Step 2:** Locate the desired session you wish to upload to.

**Step 3:** Click the "My Files" to see a list of all sessions in your account.

**Step 4:** Click "Expand All" blue button to see your presentation information/any files under that session.

**Step 5:** Click the "Upload" green button.

**Step 6:** Browse out to your upload file/files target location, select the file(s) to upload, and click on "Open".

**Step 7:** If your upload is successful, you will receive a pop up message indicating that the upload was successful and your files will appear listed under the appropriate session/presentation.

**Imbedded Video:** We currently support movies only in the following formats:

**AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith, Flash.**

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

**Speaker Ready Room:** Speakers must check-in at the Speaker Ready Room (Room 330) at least 4 hours prior to their scheduled presentation. The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is *imperative* that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues.

## **Speaker Ready Room (Room 330) Hours:**

Thursday, September 11	7:30 am – 5:00 pm
Friday, September 12	7:00 am – 5:30 pm
Saturday, September 13	7:00 am – 6:00 pm
Sunday, September 14	7:00 am – 5:30 pm
Monday, September 15	7:00 am – 3:30 pm

## **Mac Users**

### **Keynote**

Currently we do not support Keynote files. Please convert your keynote presentation to either PowerPoint format or Quicktime movie.

### **Pictures**

If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for the Mac, any inserted image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Ready Room.

**Questions:** If you have any questions, please e-mail Freeman at [support@sessionupload.com](mailto:support@sessionupload.com).