# ASBMR 2016 ANNUAL MEETING

GUIDELINES FOR ORAL PRESENTATION SPEAKERS

ASBMR utilizes a networked presentation management system. All presentations must be loaded on a central server, and pushed out to presentation computers in the session rooms. (Presentations will be given via PowerPoint 2010.) There will be NO capability to load presentations in the session rooms. All presentations must be loaded prior to arriving at the meeting via the web-enabled presentation delivery and management system or on-site in the Speaker Ready Room.

16:9 High Definition Projection in all session rooms

ASBMR will be providing computer systems and projectors that display at 1920x1080 resolutions. This high definition digital display will enhance the quality of your presentation by providing a bright and clear display of your presentation in the session room.

Please note that in order to take full advantage of the widescreen display you should create your presentation in 16:9 aspect ratio. From Within PowerPoint, click on the "Design" tab. Click "Page Setup". PowerPoint will default to Slides sized for: "On-screen Show (4:3)". Change the setting to "On-screen Show (16:9) and click OK. (See below)
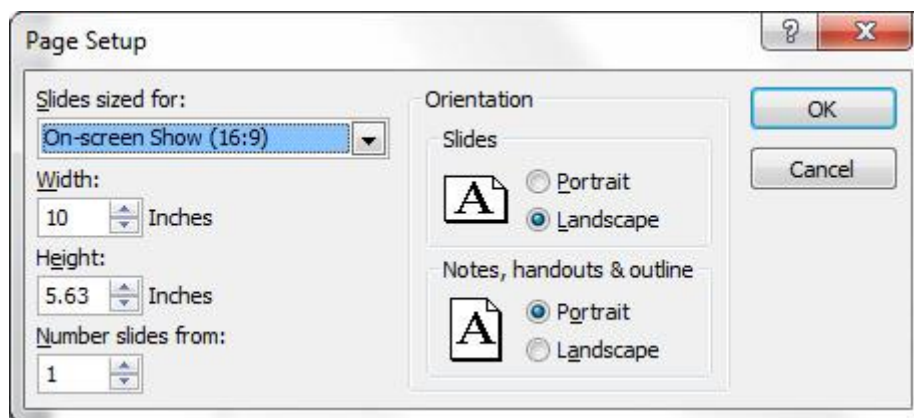
Please also note in PowerPoint 2010 you cannot simply convert your existing presentation to 16:9 You will need to re-create your presentation in 16:9.

If you do not format your presentation in 16:9 then the presentation will display with black bars to the left and right and will not fill the screen properly.

PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET

To assist speakers with managing presentation slides at the 2016 Meeting, ASBMR offers speakers the opportunity to upload their PowerPoint presentations directly to the ASBMR meeting presentation server prior to arriving on-site.

This pre-submission site can be accessed at the following URL:

http://www.projectionnet.com/asbmr/index.html

Please login with your email address and the initial password: ASBMR2016

The deadline for pre-submitting your presentation will be Thursday September 8th at 5pm Eastern.

Pre-submission of your presentation via this system is not mandatory. Presenters with large, embedded video, movie files within their PowerPoint presentation should make it a point to deliver their presentation media to the Speaker Ready Room for review and loading of their presentation on to the show server in person.

If you do choose to pre-submit through the internet, you can visit the Speaker Ready Room on-site to view your presentation and make any necessary changes. However, you must do this at least 24 hours before your scheduled presentation time.

SPEAKER READY ROOM CHECK-IN PROCEDURES

Please come to the Speaker Ready Room A406 in the Georgia World Congress Center at least 24 hours in advance of your scheduled talk, regardless of whether you have pre-submitted your presentation

Upon arrival at the Speaker Ready Room, a technician will assist you with check-in, upload your presentation, if necessary, and assign you to one of the preview stations where you will be able to review and finalize your presentation.

Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops, etc.

UNDER NO CIRCUMSTANCES WILL PRESENTERS BE ALLOWED TO E-MAIL PRESENTATIONS.

SPEAKER READY ROOM HOURS

The Speaker Ready Room is located in Room A406 in the Georgia World Congress Center.

The Speaker Ready Room will be open during the following times:

Speaker Ready Room Hours

Thursday, September 15 .... 7:00 am – 5:00 pm

Friday, September 16...................................... 7:00 am – 5:00 pm

Saturday, September 17.................................. 7:00 am – 6:00 pm

Sunday, September 18.................................... 7:00 am – 5:30 pm

Monday, September 19................................... 7:00 am – 2:30 pm

AUDIO/VISUAL & COMPUTER EQUIPMENT

Session room PC's will be provided with the following configuration:

- Processor: a minimum Core i7 2.93 GHz
- 4 GB RAM
- 1920 x 1080 at 24 bit color depth
- Microsoft Windows 7 Professional
- Microsoft Office 2010 Professional
- Windows Media Player (Version 12)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the formats listed below:

- PowerPoint 2016 or earlier version
- USB Drives should be PC Formatted
- Preferred video format: .wmv
- Acceptable video formats (may require conversion, please allow extra time)
- .mov, .avi, .mpg, .mp4, .wmv
- PDF Reader: Adobe Acrobat X

Please submit your presentation utilizing one of the following physical media types.

- USB Drive
- CD

Files stored in email, Cloud Drives, ftp sites, etc., or phones are not acceptable

Note: All presentations will be single screen only

For best results, PowerPoint 2007/2008 users should save their presentations in those versions' native .pptx format, and not in the PowerPoint '97-2003 format.

Be aware that in versions of PowerPoint earlier than 2010 embedded media clips are not saved as part of your PowerPoint presentation. For best results we recommend that the actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file either when you upload or in the Speaker Ready Room.

*If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.

FOR MORE INFORMATION

Please review the ProjectionNET Style Guide at: http://www.projectionnet.com/Styleguide/PresentationStyleguide.aspx for more information about preparing your presentation, helpful hints for designing and presenting your talk, and tips to avoid incompatibilities and minimize potential challenges onsite.

If you have other technical questions, please contact us at ASBMR@projection.com and we will be happy to assist you.