

# INFORMATION FOR ASBMR 2017 ANNUAL MEETING PLENARY/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 2017 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.

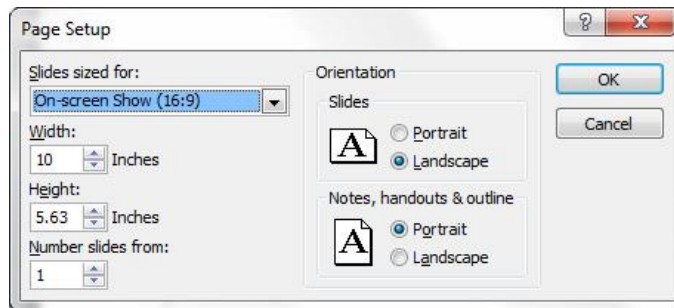
## SLIDE PRESENTATION INSTRUCTIONS

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 meeting, ASBMR offers speakers the opportunity to upload their presentation prior to arriving at the meeting. This pre-submission site will be active in early August and can be accessed from your web browser. Detailed instructions for uploading your presentation will be e-mailed as the submission site becomes available. **The deadline for pre-submitting your presentation will be Thursday, August 31 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 of the Colorado Convention 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.

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

**Speaker Ready Room (Room TBD) Hours:**

Thursday, September 7	7:30 am – 5:00 pm
Friday, September 8	7:00 am – 5:00 pm
Saturday, September 9	7:00 am – 6:00 pm
Sunday, September 10	7:00 am – 5:30 pm
Monday, September 11	7:00 am – 3:30 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)
- QuickTime (Latest Version)
- 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 2011 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

**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](mailto:ASBMR@projection.com) and we will be happy to assist you.