Speaker Ready Room Instructions

Required: all presenters must go to the Speaker Ready Room to submit their presentation slides for the ISTM biennial conference CISTM19, Hilton New Orleans Riverside Hotel in New Orleans.

Speaker Ready Room

Location Trafalgar 3rd floor – Hilton New Orleans Riverside Hotel

Hours | A full schedule will be posted outside Trafalgar, 3rd floor
- **Sunday**   **11 May**   9:00- 17:00 (Closed 13:00-14:00 for lunch)
- **Monday**   **12 May**   7:00- 17:30 (Closed 11:15-12:15 for lunch)
- **Tuesday**   **13 May**   7:00- 14:00 (Closed 11:15-12:15 for lunch)
- **Wednesday** **14 May**   7:00- 16:30 (Closed 11:15-12:15 for lunch)
- **Thursday**   **15 May**   7:00- 10:00

🔔 Submissions <u>24-hours ahead of 11 May</u> can be emailed to: Presentations@UnitedEventGroup.com.

This is only for those who want to email a final presentation *before* the conference.
When on site, there is no email option; you must take your slides to the Speaker Ready Room.

DOs and DON'Ts

DO plan to submit your slides to the Speaker Ready Room at least one (1) day in advance of your scheduled session. Early presentation submittal makes for a successful experience for you and the attendees (and less stressful!).

DO arrive in the session room 20 minutes prior to your session time. Your talk should have been uploaded in the Speaker Ready Room 24 hours in advance. If this is not possible, go to the Speaker Ready Room as soon as possible. If you upload your slides minutes before your session, ISTM's AV team cannot guarantee your slides will be ready for presentation. Reduce your stress and upload your slides the day before!

DO NOT bring your presentation directly to your meeting room!
- Your slides must be submitted to the Speaker Ready Room one day before your session. Please give yourself ample time to locate, walk to the Speaker Ready Room and submit your slides.

DO bring your presentation slides to the Speaker Ready Room on a USB storage device (flash drive, hard drive, etc.). If you require a different option, before arriving in New Orleans please contact ISTM AV Production Specialist Giuliano Mingucci gmingucci@istm.org.

DO bring all content/media associated with your presentation on the same USB storage device as your presentation. Media content includes pictures, audio files, videos, fonts, etc.

DO let the Speaker Ready Room staff know if your presentation includes any media content. If you don't, it may not play during your presentation. Avoid stress, let the ISTM AV team know.

DO create a backup copy of your presentation and media content using a secondary USB storage device, cloud storage (Dropbox, Google Drive, Microsoft OneDrive, etc.), or simply email the presentation to yourself – your inbox is a quick and simple way to store small files such as a PowerPoint presentation!

Presentation Formatting

Aspect ratios – widescreen 16:9

All presentation slides should be created with a Widescreen 16:9 aspect ratio (widescreen). All PowerPoint versions 2013 or later will automatically create slides with a 16:9 aspect ratio.

4:3 aspect ratios are outdated and should be avoided. If you do use a 4:3 aspect ratio, it will display with black frames on the sides of the screen detracting from the professional appearance of your talk. To change 4:3 to 16:9, instructions to change the aspect ratio can be found here.

Microsoft PowerPoint Formatting

PowerPoint presentation slides should be saved in either ".ppt" or ".pptx" formats. Both are acceptable.

Macintosh/Apple Keynote Formatting

Apple Keynote presentations will not be accepted and must be converted to ".pptx" format.

Keynote presentations converted to PowerPoint presentations do not always convert properly. Converted PowerPoint presentations should be reviewed for accuracy and formatting prior to submission to the AV team at the conference hotel.

Embedded Content and Hyperlinks

All media content such as video or audio files ***must*** be embedded into the PowerPoint presentation.

Hyperlinks within a presentation that lead to internet websites such as YouTube will not be accepted.

Embedded videos should be saved as ".mp4," or ".wmv,"

Embedded audio files should be saved as ".mp3" or ".wav" formats.

- o .MOV files sometimes do not 'play nice' with Windows.
- o ISTM's Speaker Ready Manager can easily convert MOV files to MP4 onsite if this occurs.

Not accepted: ".aiff" audio files

Session Rooms

Sessions occurring in Ballroom A, B, C ad Salon A, B, C will be supplied with Windows computers (Windows 11 and the latest version of Microsoft PowerPoint), projectors, projection screens, microphones, a laser pointer, a slide advancer, and a confidence monitor (55" TV in front of the stage mirroring projector screens).

All presentations will be operated from a Windows computer located at the tech table.
The AV team will not be able to connect a presenter's computer to the video system.

Slide Content – what's not allowed in CME/CE accredited sessions

If you are speaking at a sponsored symposium, this does not apply to you.

Continuing Medical Education credits are offered for physicians and physician assistants through the Accreditation Council for Continuing Medical Education (ACCME). For pharmacists, Continuing Education (CE) credits are offered through the Accreditation Council for Pharmacy Education (ACPE), and for nurses, the American Nurses Credentialing Center (ANCC) accredits the conference. Accrediting bodies prohibit the use of marketing elements of a commercial interest (called "ineligible company") in slide content, such as corporate or product logos, trade names or product group messages. Ineligible companies are defined as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Additional Assistance or Questions – **gmingucci@istm.org**

For any presentation technical issues or questions, **contact the ISTM AV Production Specialist Giuliano Mingucci, at gmingucci@istm.org.** When contacting the AV team, provide as many details as possible including your name, session title, session number, session date and time, etc.

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