

# Guidelines and Requirements for Speaker Presentations

Please complete and return the  
Request for Audio Visual Form  
by Monday, January 26, 2004.

## **New for 2004**

Faculty and Speakers will be able to submit their  
PowerPoint presentation online before the ASNR meeting.

Beginning mid-May 2004, you may submit your  
presentation(s) to the ASNR contracted audiovisual  
company's web site at

[www.presentationmanagement.com/ASNR](http://www.presentationmanagement.com/ASNR).

Your email address is required for access.

# ***Guidelines and Requirement for Speaker presentations***

*The following guidelines and requirements should be adhered to in order to ensure a smooth running presentation.*

**REMINDER:** All Faculty and Speakers will be required to deliver their work via electronic (LCD projection/computer) format. If your presentation requires 35mm slides, please contact Catherine Neis immediately by phone 630-574-0220 x232 or by email [cneis@asnr.org](mailto:cneis@asnr.org). Also, ASNR will not allow personal laptop computers to be used for presentations. All presentations will be uploaded to the ASNR computer.

## ***Speaker Ready Room***

- **Presenters are required to deliver a copy** of their presentation to the Speaker Ready Room in the Washington State Convention & Trade Center, Room 605/610, **by 4:00 pm on the day prior to the presentation**. Presenters must also check in at their assigned presentation room (15) minutes prior to the start of their presentation. The presenter's name and address must be clearly indicated on their presentation media. Media(*diskette, zip cartridge, CD-R (CD-RW or CD-ROM), etc.*) should be marked with the number of the paper, day, and time of the presentation. Labels for presentations will be available in the Speaker Ready Room. **If you are unable to deliver your presentation by 4:00pm on the day prior, please contact Catherine Neis before the meeting at 630-574-0220 X232 or at [cneis@asnr.org](mailto:cneis@asnr.org).**
- It is imperative that you review your presentation in the Speaker Ready Room if it contains video files or if it was created on a Macintosh computer.

## ***Audio Visual***

**Note:** The term "slide" references one (1) frame in an electronic presentation.

**Projection Equipment Furnished-** Projection facilities will be available at each session for:

**LCD (Computer) Projection** (See furnishings and requirements below)

- LCD projection (No dual screen LCD projection).  
**Note:** PowerPoint is the preferred presentation format
- **Videotape projection** (upon request) (1/2" VHS or Super VHS videotapes only)
- If there is a need for videotape projection, this should be indicated on the Request for Special Audio Visual Equipment Form. Videotapes should be delivered to the Speaker Ready Room the **evening prior to the day of presentation**.

## ***Presentation Preparation***

- Presenters and moderators should visit the podium prior to the start of the session to familiarize themselves with the audio visual equipment.
- To begin the presentation, the slide advance should be pressed and the lights will automatically dim. There is no need to ask the computer technician to project the first slide or dim the room lights.
- The presenter will be able to control/advance the slides during their presentation. The projectionist will remain in the room throughout the session. **The mouse can be used, instead of a laser pointer, to highlight specific text.**
- Limit slides to no more than one (1) for each minute of your presentation.
- When returning to a previous illustration, a copy of the slide should be used. The computer technician cannot be expected to find the correct slide.
- Do not create a presentation and assume it will run seamlessly. Please take careful note of instructions for computer presentations to make sure your presentation runs smoothly and does not cause delays

## ***Important Note:***

- **Patient Confidentiality**-Patient confidentiality must be protected. Names or identities must not be included on slides.
- **Disclosure**-Commercial reference, unless mandatory to the presentation, should be avoided. Each presenter is required to complete a Disclosure Statement in accordance with ACCME Guidelines. A disclosure form is included in this packet for your use.
- **Questions**-Questions regarding audio visual facilities should be directed to an AVW-TELAV representative at [ips@avwtelav.com](mailto:ips@avwtelav.com)

## **NEW for 2004- ADVANCE SUBMISSION**

- Faculty and Speakers will be able to submit their PowerPoint presentation online before the ASNR meeting. Beginning mid-May 2004, you may submit your presentation(s) to the ASNR contracted audiovisual company's web site at [www.presentationmanagement.com/ASNR](http://www.presentationmanagement.com/ASNR). Your email address is required for access. The deadline for advance submission is 5:00pm (CST) Friday, June 4, 2004.

- Your PowerPoint presentation will be reviewed for embedded video playback problems. If problems are determined, correction will be made to ensure optimal video performance. No other modifications will be made relative to content or image quality.
- In the event that you wish to make changes to a presentation that you have already submitted, please change your master copy and resubmit the file.
- Advance submission is not a requirement as long as you check into the Speaker Ready Room one day in advance of your presentation.
- All presentations submitted electronically in advance of the meeting will be kept securely off-line until the meeting. No use will be made of these presentations prior to the meeting, and no permanent copy of these presentations will be kept after the meeting.

## ***Guidelines & Requirements for Development and Delivery of Electronic (LCD/Computer) Presentations***

**Please closely review the following information.**

*Note:* The term “slide” references one (1) frame in an electronic presentation.

### ***Getting Started...***

- Use of a dedicated presentation application (i.e. Microsoft PowerPoint 2001 (*Mac*) or XP (*PC*)), or web browser is required. PowerPoint 97 or 2000 (*PC*) and 98 (*Mac*) formats are also acceptable, but the presenter must review these presentations in the Speaker Ready Room to make certain that they convert properly to current formats used at the meeting. (PowerPoint XP is compatible with older versions of PowerPoint.)
- Develop presentation by creating “word slides” in outline format. Be as clear and precise as possible. The audience has limited time to read and interpret each frame. Your entire presentation should not be on one slide. Slides should support your talk and add emphasis to your important points.
- Images, movies, drawings and graphics can be obtained from sources such as digital cameras, scanners, PACS, and the Internet. As a general guideline, images that project well on a 17” monitor will also project well for electronic presentations.
- Consistency is recommended with various components in your presentation (*i.e. slide titles, graphic elements, text bullets*).
- Animation, if used, should be subtle and not distracting.
- The presenter will be able to control/advance the slides during their presentation. The computer technician will remain in the room throughout the session. **The mouse can be used, instead of a laser pointer, to highlight specific text.**

### ***Developing the Presentation...***

- **Use an existing presentation as a sample.** The ASNR strongly advises using Microsoft PowerPoint. The use of software templates included with that program makes creation of a presentation easy. Searches on the Internet can provide additional template options at no cost.
- **Use a maximum of six (6) text lines and six (6) words per line on a slide.**
- **Avoid green, blue or red text.** Some attendees may be red/green color blind and these colors may be difficult and almost impossible for some to read. Recommended format is yellow or white text on a dark blue background. Shading is appropriate but avoid using glaring contrasts of color.
- **Avoid fonts that are too small or too large.** The use of standard Windows or Macintosh system fonts is preferred. Recommended fonts include: Arial, Chicago, Geneva, Helvetica, Palatino and Times. Windows users should use only True Type fonts and save as “embed all True Type fonts” for saving presentation to disk.
- **Ensure that your slides do not include any commercial messages or promotions such as company names or logos.**
- **Mix images and text on a single frame or on alternate slides.** When using PowerPoint, you may add images to your presentation by importing them as slide backgrounds.
- **Avoid using the automatic slide advance feature in PowerPoint.**
- **Be sure to embed the graphic into your presentation file** when adding graphics, tables, images or any other item different from your presentation format. **DO NOT** link the graphics... these links do not save the graphic(s) within the presentation and will result in missing images in your final presentation.
- **There will be no dual screen LCD projection available.**

### ***Saving the Presentation...***

- **The ASNR will not allow personal laptops to be used for presentations.**
- **The ASNR this year is requiring uploading of your presentation to an ASNR provided computer.** Be sure to upload all supporting elements (*i.e., graphics, movies, etc.*) with your presentation. If presentation file is over 500 mb, please allow extra time for downloading your presentation in the Speaker Ready Room.
- All ASNR provided computers will be installed with PowerPoint, HTML browsers, QuickTime and Acrobat Reader. Other presentation software programs will not be available on ASNR provided computers.

- When saving your presentation to transport, for safety, we recommend using one of the following mediums...
    - Diskette
    - 250mb (or less) Zip cartridge
    - CD-R (or CD-ROM, or CD-RW)
- Important:** Bring along a backup copy of entire presentation

After saving the presentation... it is recommended that you review and test the program and presentation using the saved copy.

## FAQ's

The following is a list of frequently asked questions brought to the attention of the ASNR. Please feel free to call ASNR at (630) 574-0220 x227, Angelo Artemakis, if you have any further questions.

**Q:** What standard audio visual equipment is provided in the session rooms?

**A: All session rooms are equipped with...**

— **PC computers with LCD projectors** (*Mac* computers will be available in the Speaker Ready Room for conversion by the Technical Support Staff)

— **Videotape projectors (upon request)**  
(1/2" VHS or Super VHS videotapes only)

**Q:** How do I load my presentation onto the ASNR provided computer?

**A: You are required to stop by the Speaker Ready Room in the Room 605/610 at the Washington State Convention & Trade Center by 4:00 pm on the day prior to your session to upload your presentation. ASNR will upload the presentation to the appropriate computer in your designated session room. Presenters must also check in at their assigned presentation room fifteen (15) minutes prior to the start of their presentation. If you do not upload your presentation by 4:00 pm on the day prior to your session, you are responsible for bringing your presentation to the audio visual technician in your session room at least thirty (30) minutes before your session start time to upload the presentation file.**

**Q:** I am using a PowerPoint version older than XP (*PC*) or 2001 (*Mac*). Is this a problem?

**A: Possibly... To ensure a smooth presentation we require you to review your presentation a day prior to your session in the Speaker Ready Room in Room 605/610, at the Washington State Convention & Trade Center.**

**Q:** What application is preferred for creating a presentation?

**A: Use of a dedicated presentation application (i.e. Microsoft PowerPoint 2001 (*Mac*) or XP (*PC*), a general purpose graphics program, or web browser is highly recommended and preferred. PowerPoint 2000 or 97 (*PC*) and 98 (*Mac*) formats are also acceptable, but the presenter must review these presentations in the Speaker Ready Room to make certain that they convert properly to current formats.**

**Q:** What are the appropriate fonts to use when designing a presentation?

**A: Avoid fonts that are too small or too large. The use of standard Windows or Macintosh system fonts is preferred. Recommended fonts include: Arial, Chicago, Geneva, Helvetica, Palatino and Times New Roman. Windows users should use only True Type fonts and save as "embed all True Type fonts" for saving presentation to disk.**

**Q:** What are the appropriate colors to be used in a presentation?

**A: Avoid green, blue or red text. Recommended format is yellow text on a dark blue background. Shading is appropriate but avoid using glaring contrasts of color.**

**Q:** What method is appropriate for presentation transport?

**A: When saving your presentation to transport, for safety, we recommend using one of the following mediums...**

- **Diskette**
  - **250mb (or less) Zip cartridge**
  - **CD-R (or CD-ROM, or CD-RW)**
- Important: Bring along a backup copy of entire presentation**

**Q:** Can animation be used in presentations?

**A:** **Animation, if used, should be subtle and not distracting.**

**Q:** What application programs will be installed on the ASNR provided computers?

**A:** **All ASNR provided computers will be installed with PowerPoint, HTML browsers, QuickTime and Acrobat Reader. Other presentation software programs will not be available on ASNR provided computers.**

**Q:** Where can I test my presentation once I arrive at the hotel or convention center?

**A:** **Use the Speaker Ready Room to run-through your presentation several times prior to your scheduled session(s) to ensure a smooth delivery. The Speaker Ready Room is located in the Washington State Convention & Trade Center, Room 605/610. LCD projection will be available for your use.**

**Q:** Can I bring my own computer?

**A:** **No. Since the 2003 Annual Meeting, the ASNR does not allow the use of personal laptop computers for any presentations.**

**Q:** Can I present with 35mm slides for my talk?

**A:** **No. All Faculty and Speakers will be required to deliver their work via electronic (LCD projection/computer) format. If your presentation requires 35mm slides, please contact Catherine Neis immediately by phone 630-574-0220 x232 or by email [cneis@asnr.org](mailto:cneis@asnr.org).**

**Q:** **Will I have direct control of my presentation?**

**A:** **Yes, The presenter will be able to control/advance the slides during their presentation. The projectionist will remain in the room throughout the session. The mouse can be used instead of a laser pointer to highlight specific text.**