

**American Neurotology Society  
54<sup>th</sup> Annual Fall Meeting  
“Super Saturday”  
September 14, 2019  
Hilton New Orleans Riverside**

**AUDIO VISUAL GUIDELINES FOR PROGRAM PRESENTERS**  
**\*\*\*ALL PRESENTERS MUST READ\*\*\***

**GENERAL GUIDELINES:**

*In order to provide our attendees, the best possible educational environment and ensure smooth and efficient handling of audio-visual presentations, the following guidelines have been established for the ANS scientific session & study groups.*

- Presentations with audio-visual must be done utilizing PowerPoint technology
- We recommend your presentation is in 16:9 format, however, *if you do your slides in 4:3, it will still work but not cover the screen.*
- The Session room will be set up theater style equipped with ONE LARGE screen projection, (12' x 21'), see attached floorplan.
- Title slides, **if desired or utilized**, should be included as part of each speaker's presentation.
- If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation. Please test your video with the technician in the Speaker Ready room.

**EQUIPMENT PROVIDED:**

The following audio-visual equipment will be **automatically** provided in the session room:

- Presentation computer installed with PowerPoint 2013. See instructions below regarding embedded videos for PowerPoint 2013.
- Mouse & Computer Monitor Placed at the Lectern *to advance your presentation on your own*
- One Large Wide Screen
- LCD Projector
- Laser Pointer at Lectern
- Microphones (lectern, table and wireless Q&A floor mics on stands)
- Computer/AV technician in Speaker Ready Room/Projectionist & Audio Technician in meeting room
- Speaker timer controlled by presenter/moderator

Any requests beyond what is indicated above are subject to availability and approval by the ANS Administrative Office and must be submitted before August 30, 2019 for consideration.

**ASSEMBLE YOUR PRESENTATION:**

- Microsoft PowerPoint is preferred and must be PC-format.
- ANS computers will be installed with PowerPoint 2013. Videos must be in a .mp4(preferred), .mov, m4v, .wmv, .avi, .asf, or .swf file format. If you save your presentation in PowerPoint 2016, 2013 or 2010, the video **IS** embedded into the PowerPoint file, so there is no need to make sure the video is in the same folder as the PowerPoint presentation. However, it is advisable to bring the video along just in case there are any unforeseen issues. If your presentation has been done in a 2003 or 2007 version of PowerPoint with a video, we will convert the PowerPoint into a 2013 version in the Speaker Ready Room. So please bring the video's in a separate file so we can reinsert them. Please utilize the links below as a reference guide:

2013 PowerPoint Video formats <https://support.office.com/en-US/Article/Video-and-audio-file-formats-supported-in-PowerPoint-d8b12450-26db-4c7b-a5c1-593d3418fb59?ui=en-US&rs=en-US&ad=US>

- For the best video playback experience, we recommend that you use .mp4 videos encoded with H.264 video (MPEG-4 ) and AAC audio. For audio, we recommend using .m4a files encoded with AAC audio.
- **If you are speaking in more than one presentation, please organize and clearly label your presentations in separate folders specific to each presentation. Do not put more than one presenter's files on the same disk. Each presenter must have his or her own media.**
- **Label your saved file with your LAST name, date and time of your presentation.**
- Save your file to a flash drive/memory stick and label the outside with the same information. Do not have anything else saved on your media other than your presentation.
- If you feel that your presentation has something out of the ordinary (extensive files or video clips), please bring your laptop to the meeting *as back-up*.
- If you require a title slide, include that slide as part of your presentation. ANS will not provide separate title slides for each presenter.

#### **AT THE MEETING/SPEAKER READY ROOM:**

- There is a separate **Speaker Ready Room, located in the Hilton New Orleans Riverside on level two, just one floor above the ANS meeting room** for viewing editing, or uploading presentations.
- Your presentation should be uploaded with the AV technician in **SPEAKER READY ROOM "PRINCE OF WALES"** at least two (2) hours prior to the start of your scheduled presentation; **Friday, September 13<sup>th</sup> is preferred for those in the early study groups.** The ANS program will take place on Saturday in **GRAND BALLROOM C, LOCATED ON LEVEL ONE (WHITE LEVEL)** and will **NOT** be accessible on Friday. **The Speaker ready room will be open Friday, September 13<sup>th</sup> between 2:00 - 7:00 p.m. and reopen Saturday, September 14<sup>th</sup> at 6:00a.m - 4:00p.m. for reviewing, editing, and uploading your presentation.**
- Keep in mind our full day of study groups and the ANS scientific session begins at 7:00 a.m. You may not interrupt the program to load your presentation. **YOU MUST LOAD YOUR PRESENTATION IN THE SPEAKER READY ROOM NOT THE BALLROOM.** If you are unsure, panelists should contact their Moderator in advance of the program to determine how presentations will be uploaded (collected) or contact your Study Group Coordinator if you have questions.
- **Individual laptops will not be allowed at the podium.**
- All presentations will be loaded by a technician onto the presentation computer in the Speaker Ready Room, **PRINCE OF WALES.**
- If you have embedded video in your presentation, you **MUST** test that your presentation can be "read" properly in the speaker ready room, **PRINCE OF WALES**, prior to your presentation. I suggest you do this on Friday, September 13<sup>th</sup>. **PRINCE OF WALES and the ANS GRAND BALLROOM C** will be staffed with top-notch technicians, the best in their field.
- It is the presenter's responsibility to collect his or her own media (if applicable) at the conclusion of the session.

#### **QUESTIONS:**

If you have any questions regarding audio-visual, please contact Rick Smith at 800-922-2848 or [RSmith@audiovisualone.com](mailto:RSmith@audiovisualone.com) Our onsite highly qualified, expert technician is Chapo, [ccisneros@audiovisualone.com](mailto:ccisneros@audiovisualone.com) He has vast experience with our program format.

## POWERPOINT PRESENTATION CREATION TIPS:

### **Computer Slide Format and Lettering**

- Images, movies, drawings and graphics can be obtained from sources such as digital cameras, scanners, and the Internet. Generally, any visuals (not written words) that look acceptable on a 15-inch monitor will also look good when projected.
- A minimum slide typeface of **24 point is recommended.**
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. **DO NOT USE BLUE, RED or GREEN text.**
- For optimal legibility, use a maximum of six lines of text and six words per line per slide (equals one frame in an electronic format).
- Keep illustrations simple. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- Images: JPG files are the recommended format for images.
- Sound and Video Clips: Solution 1: Pack and Go or Package to CD/Folder: The “Pack and Go” feature of PowerPoint embeds the clip into your presentation file. This ensures that the clip will be in the correct location when you unpack the file on the meeting room computer. Solution 2: Location of audio/video files: Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file. Always check your video clips in the speaker ready room to make sure they have been embedded correctly.