



American Transplant Congress
June 1 – 5, 2019
Hynes Convention Center, Boston, MA, USA

Guidelines for Electronic Presentations

OVERVIEW

All oral presentations can be created with Microsoft PowerPoint for Windows. The laptops will have PowerPoint 2013 loaded and will support .ppt and .pptx files.

Each speaker **MUST** bring their presentation to the **ATC Speaker Ready Room** on any of the following formats:

- USB External Hard Drive
- USB Flash Memory Stick
- CD or DVD

The Speaker Ready Room is located in the Hynes Convention Center – Room 207 will be open during the following hours:

Saturday, June 1	8:00 am – 5:30 pm
Sunday, June 2	6:30 am – 5:30 pm
Monday, June 3	6:30 am – 5:30 pm
Tuesday, June 4	6:30 am – 5:30 pm
Wednesday, June 5	7:00 am – 10:00 am

REQUIRED

The ATC requires presenters to include their mandatory financial disclosure **BEFORE** the first/title slide of their PowerPoint presentation.

When you are preparing your presentation, please be sure to include this information on your first slide.

An example of the disclosure slide will be available on the presenter information page on the ATC Congress website <https://atcmeeting.org/speakers>

PRESENTATION SETUP

PowerPoint (.ppt or .pptx) is recommended for all users.

Slide presentation dimensions are 16:9

The recommended video format is Windows Media (.WMV). If you are using another video format, please consult with the audiovisual contact onsite in the speaker ready room to make sure the video will be compatible with the equipment used in session rooms.

AT THE CONFERENCE

All presenters are required to check-in at the Speaker Ready Room and preview their files no later than **TWO HOURS PRIOR** to the start of the session in which they are to speak. Even if a presenter is unavoidably delayed, he/she is still required to go directly to the Speaker Ready Room. **DO NOT GO STRAIGHT TO THE SESSION WITHOUT FIRST CHECKING IN AT THE SPEAKER READY ROOM.**

Speaker Ready Room

In the Speaker Ready Rooms, PSAV staff is readily available to help speakers upload and prepare their presentation. The computers in the Speaker Ready Room and presentation rooms will be Windows-based PCs with Microsoft PowerPoint 2013 (**Office 2013 installed**). Presenters should make sure all fonts appear as expected and all sound/video clips are working properly in the Speaker Ready Room.

The following presentation file types are acceptable for Annual Meeting presentations:

- Microsoft Office PowerPoint (.ppt), (.pptx)
- Adobe Acrobat (.pdf)

Security

- Proper identification is required in order to submit a presentation and also to upload, preview, and edit files in the Speaker Ready Room.
- Media storage devices (USB Memory Sticks, CDs, DVDs, etc.) are returned to ATC Registration Desk or destroyed if left behind.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted off of all computers at the end of the meeting in the presence of an ATC staff member.

Movies and Multimedia

Be sure if using movie clips or other multimedia, to place all items used for the presentation's creation in a folder and copy this folder to a backup media drive.

This is necessary for any clips to run properly; without the clips the PowerPoint presentation will not know where to find the movie. Remember to bring this disk with you to the meeting.

Meeting Room Setup

1. At the speaker lectern:
 - a. A monitor to view the presentation
 - b. A keyboard to advance slides
 - c. A laser pointer
 - d. A microphone
 - e. A speaker timer that will show the presentation time and countdown. When the speaker's presentation time is finished, a red light will show on the timer.
2. At the moderator head table:
 - a. A monitor to view the presentation
 - b. (2) table top microphones
3. Audience:
 - a. Microphone in aisles of seating used for attendee question and answers after speaker presentation.
4. Audiovisual technician table:
 - a. Technician to load presentations and ensure microphones are working properly
 - b. Computer with all session presentations

Each presentation room will be staffed with an audiovisual (AV) technician, who will assist in starting each presentation. Before the session starts, the AV technician will confirm all presentations are loaded on the technician computer and accounted for. If the AV technician notices a missing presentation, then he/she will contact the Speaker Ready Room for verification and notify the moderator if necessary.

The AV Technician will ensure that each presentation is loaded on the lectern speaker monitor. Once the presentation is loaded, the speaker will then control the presentation slides from the lectern using a computer keyboard. There will be a separate laser pointer.