



ASCRS

American Society of Colon & Rectal Surgeons

ASCRS Annual Meeting

May 15-19, 2010

Minneapolis Convention Center & Hilton Minneapolis Hotel



Convention and Tradeshow

CMS (Content Management System) is the new speaker service/presentation submission system from PSAV. With this new product we are able to provide a complete online and onsite slide center. Each presenter can easily upload his presentation files, including all multimedia content (ex: linked video, flash, sound files), to a server, alternatively online prior to the event or onsite via the Presentation Client. All presentations can be previewed and edited by their authors up to a certain deadline at the Speaker Ready Room before they are automatically downloaded to the respective computers in the session rooms. To obtain minimum network traffic, only the relevant data for each session and lecture room will be synchronized with the server constantly and automatically.

Computer Equipment: The computers in the session rooms will be **Windows XP based PC with Microsoft PowerPoint 2007**. Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation. Please note that Internet access will not be available during your presentation.

PREPARING YOUR PRESENTATION

Speakers will receive an email from PSAV that will include a link and individual login credentials to submit their presentations online prior to the start of the meeting.

Acceptable formats** for presentations:

- PowerPoint (.ppt) or (.pptx)
- Adobe Acrobat (.pdf)
- Flash (.swf)

****MACINTOSH USERS:** Please make sure that all inserted pictures are either JPEG or PNG file-types. Quicktime (.mov) files are also an accepted video format. Individuals using Apple Keynote will need to bring their files directly to the speaker ready room to have them correctly transferred to our system.

Laptops: Personal laptops cannot be used in the session rooms. You must load your files via the Speaker Ready Room. However, support is available in the Speaker Ready Room for file transfers from your laptop. You should still bring a backup of the presentation on alternate media (see list of acceptable formats above). Please make sure you have all power, video, and networking adapters with you.

PowerPoint Tips

Video Formats: The recommended video format for Windows-based presentations is Windows Media (.wmv). For more detailed information regarding fonts, sound, video, and general compatibility, refer to <http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>. Using one of the codec's from the following list of will ensure proper performance:

Microsoft - MPEG-4, RLE, Video1, Windows Media Series 8 and 9
Divx 3/4/5
Intel Indeo Video <= v.5.11
TechSmith Screen Capture Codec
Huffyuv Lossless Codec
Asus Video Codec, On2VP3,
ATI VCR and YV12 Codecs
Cinepak, MJPEG

There is a trade-off between high quality videos and large files. Use short video segments when needed, and try to keep the file to less than 20 MB.

PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. Be certain to bring the video files and the PowerPoint files to the meeting.

Fonts: Arial and Helvetica are recommended for clarity and compatibility. Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. Light colored text on a dark background is advised. Avoid using red or green. Confirm that the maximum number of lines in text slides is no more than 6 or 7.

Images: The size of the screen will be 1024 x 768 pixels, meaning that any image with more pixels in the X or Y coordinate that is more than that will not be displayed. The image will be altered by PowerPoint to fit. Large images (i.e. 2000 x 1500 pixels) which are created with digital cameras and scanners will make the resulting PowerPoint file very large. This may cause the presentation to load slowly. This can be avoided by inserting images with the following properties:

1. For on-screen presentations, JPEG-type images work well. This type of image file can be created with virtually all imaging programs.
2. There are many graphics programs, which can manipulate images. Consult the manual for more specific instructions if needed. Using a graphics program
 - a. Change the size of the image to approximately 800 x 600 pixels
 - b. Save as file type "JPEG" or "JPG"
 - c. Select compression setting of 8 (High quality image)
3. Insert all images into PowerPoint as JPEG files.

If you copy the images to the clipboard and then **Edit / Paste** them into PowerPoint, the images will not be compressed and the PowerPoint file can become very large. To avoid this, insert them directly into PowerPoint (**Insert / Picture / from File**).

Animations

Keep animations to a minimum. When using a bulleted list of points, it may be useful to have the points appear.

DURING YOUR PRESENTATION

Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

HOW TO SUBMIT YOUR PRESENTATION

Advance Submission: Presenters will be able to submit their files via the web and will receive their login credentials via email. Online submission of your presentation files via Internet is not required, but is strongly encouraged. Presenters who send in their presentation files via the Web site will have faster check in at the Speaker Ready Room. Please make sure

to upload all media files required for your presentation. Any videos, sounds, or fonts not included in your online upload folder will cause your presentation to fail in the meeting room.

On-site Submission: Check in at the Speaker Ready Room preferably the day before your session to submit your files and to preview your presentation. If checking in on the day of your session, please come by at least 8 hours prior to the start of your session (note: this refers to the session start time, not the presentation start time). The PSAV technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary. Acceptable media include: USB Flash Drive (Thumbdrive/Jumpdrive), Data DVD or CD discs, Compact Flash or SD cards.

Bring a Backup: Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies.

SPEAKER READY ROOM

Checking in at the Speaker Ready Room is the most important step you will take to ensure a successful presentation.

The ASCRS Speaker Ready Room is **Room 102A** at the Minneapolis Convention Center.

Speaker Ready Room Hours:

Saturday, May 15 - 6:00 am - 6:30 pm

Sunday, May 16 - 6:30 am - 7:00 pm

Monday, May 17 - 6:30 am - 5:30 pm

Tuesday, May 18 - 6:00 am - 7:00 pm

Wednesday, May 19 - 6:00 am - 4:00 pm

All presenters are required to check in to the Speaker Ready Room, preferably the day before. If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device to the session room.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

You may edit your presentation up to 4 hours prior to the session start time. When you are finished reviewing and/or making changes to your presentation, you must tell PSAV personnel you have viewed your presentation file before you leave the Speaker Ready Room. PSAV will then transfer the updated file to the meeting room.

SECURITY:

- Presenters are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.

CONTACT INFORMATION:

PSAV Presentation Services • Convention and Tradeshow Division

For questions regarding the online submission Web site, please contact:

Brian Reynolds, cmssupport@psav.com, 214.210.8006