

## GUIDELINES FOR PREPARING AND DELIVERING ELECTRONIC PRESENTATIONS

### Overview

Presentations can be submitted by visiting the Speaker Resource Room at the Ritz-Carlton. Save your files to a CD-ROM, DVD-ROM, or a USB Storage Device. **All presenters are required to check into the Speaker Resource Desk 3-6 hours prior to your session time.**

**If you would like to submit your presentation before the conference, please email your presentation by March 15 to Donna Tu at [donna.tu@heart.org](mailto:donna.tu@heart.org).** Please check-in at the Speaker Resource Room upon arrival in Arlington, VA to insure your presentation is loaded correctly.

Once you are checked-in, you will be seated at a computer to review your presentation. If you brought media to the Speaker Resource Room a technician will help you load it onto the computer. You are allowed to make any changes that you need to while in the Speaker Resource Room. Technicians are available to assist you with issues that sometimes occur with presentations. Once you have finished reviewing your presentation, be sure to notify a technician so he or she can verify that the presentation is saved and properly labeled. Once the technician has verified that the presentation is labeled correctly, please check-out of the Speaker Resource Room. This will ensure that your presentation gets to your session in a timely manner.

Please arrive in your session meeting room 15 minutes prior to your session starting. Each room will have a projectionist to assist you with any technical needs. Please introduce yourself to the projectionist prior to the beginning of the session. When it is your time to talk, the projectionist will open your PowerPoint presentation and start the slide show. On the lectern, you will have a mouse that will give you full control of the presentation. Next to the lectern you will find a monitor where you can view your presentation as seen on the screen. At the end of each session day, all presentations are deleted from the meeting room computers.

### **Presenter and Moderator Disclosure – Mandatory**

- **All moderators and presenters must include a slide listing any conflict of interest disclosures.** Financial disclosure includes any commercial funding you receive from one of the companies providing commercial support for this conference or from a company whose product(s) you are discussing. The list of companies providing support for the conference may be found on the conference website and in the final program. A sample template for the disclosure slide is also located on the website and will be available in the Speaker Resource Room.
- If unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed, you must include this information on the disclosure slide. Give the name of the product and disclose that the product is not labeled for the use under discussion or that the product is still investigational. You must also verbally disclose this use to the audience.
- If the presenter fails to display a disclosure slide, **it is the responsibility of the moderator to ask the presenter if there are any relationships to disclose before he/she proceeds with the presentation.**
- If you are referencing work within your presentation previously published by another author, be sure to include a complete citation at the bottom of the appropriate page.
- **Exclude any information from your presentation that may compromise or violate patient confidentiality.**
- Please visit the conference web page Tools for Presenters to view a sample disclosure slide.

## Steps to ensure your success

**Movies:** Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as **MPGs, WMVs**, or with the following **AVI** codecs: **MPEG-4** (Divx, Xvid, or WMVs), **Indeo, Cinepack, Techsmith**.

**Flash** content (**SWF**) is fully supported.

**Apple Quicktime** formats such as **MOV, QT, MP4, or DV** files are **NOT** supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in [Users of Macintosh Computers](#).

**SPECIAL NOTE ABOUT DVDs:** If you plan to play a DVD as part of your presentation, please be sure to test the DVD for compatibility in the Speaker Resource Room.

Please be aware of the size of your video files. In most cases, lower resolution video files are very effective.

**Pictures:** Images inserted into PowerPoint are embedded into the presentation. Images that are created at a dpi setting higher than 75 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images. JPG images are the preferred file format for inserted images.

**Fonts:** We only supply fonts that are included with Office 2007. Fonts other than these should be embedded into your PowerPoint presentation. The fonts we suggest using are **Times New Roman, Arial, Verdana and Tahoma**. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets that may be the wrong style. Microsoft provides a utility to determine if a Font can be embedded. It is located at the following link:

<http://www.microsoft.com/typography/property/property.htm?fname=%20&fsize>

Fonts are easily embedded into your presentation following these steps:

### Office 2007

1. Click on the **Office Button** (Office Logo Button on the upper left hand corner), and then click **Save As**.
2. On the **Tools** drop down menu select **Save Options**.
3. On that Save menu you will see an **Embed TrueType Fonts** check box. Check the box.

### Office XP / 2003

4. Click **File**, and then **Save As**.
5. On the **Tools** drop down menu select **Save Options**
6. On that menu you will see an **Embed TrueType Fonts** check box. Check the box.

## Users of Macintosh Computers:

If transferring a presentation from a Macintosh environment to PC platform, it is imperative that you review your presentation in the Speaker Resource Room if it contains video files, graphs, or pictures. All supplied computers will contain Windows Media Player and QuickTime for Windows; however this does not guarantee a successful presentation on a PC platform.

**Pictures:** If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible. Use common image formats that are cross platform compatible such as **JPG, PNG, GIF, and BMP**.

**Movies:** Quicktime Pro 7 can natively export MOV, DV, QT, or MP4 files as Cinepack codec AVI files. While the resulting file is Windows compatible, there are add on products to Quicktime that will give a better results.

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos, or at the Association's discretion, confirm you will be allowed to present off your own laptop.

**Keynote Users:** Please export your presentation as a PowerPoint.

**Fonts:** Use common cross platform compatible fonts such as **Times New Roman, Arial, Verdana and Courier.** It will be necessary to load your presentation onto a Windows machine. If this occurs, many custom Mac fonts will not translate properly.

**Animations:** Use simple entry animation effects, such as fly in/out, appear, and dissolve. Also, do not use exit animations: PowerPoint 2000 for Windows does not support exit animations.

**File Extensions:** If your Mac version of office does not append the file extension, be sure to include it in your filename. Use .PPT for PowerPoint files and .PPS for PowerPoint show files.

**Preparing your Presentation for Transfer:**

Your PowerPoint will be reviewed for video playback issues. Only video format changes will be made, no other content modifications or image quality changes will be made.

**Portable Media:**

Save your files to a CD-ROM, Compact Flash Card, Multi-Media Card or a USB Storage Device. If you create a CD-ROM, be sure to close or finalize your session. If this step is not accomplished, you cannot access the CD from any computer.

When building your presentation, all files (PowerPoint & external, i.e. movie files) associated with your presentation must reside in the same folder. Be sure you bring your movie files along with your PowerPoint presentation; they are NOT embedded into the PowerPoint.

When creating your media for transfer, copy the entire folder to the portable disk. To ensure success of your presentation, create a backup copy presentation on a separate portable disk and transport it in a separate piece of luggage.

Label your media with the following information:

Your name  
Name of Meeting/Conference  
Date & Time of presentation  
File names

If you are speaking in more than one session, please organize and clearly label your presentations in separate folders. Do not put more than one presenter's files on the same disk. Each presenter must have his or her own media.

**By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email conference manager Donna Tu at [donna.tu@heart.org](mailto:donna.tu@heart.org).**

## **At the Meeting**

### **Speaker Resource Room**

We request that speakers check-in at the Speaker Resource Room at the Ritz-Carlton, 12-24 hours before their scheduled presentation. For speakers presenting on Sunday, April 2, the Speaker Resource Room will open on Sunday from 11:00 AM - 6:00 PM.

The computers in the Speaker Resource Room will be configured with hardware and software exactly like the computer in the meeting rooms. ***It is imperative that you review your presentation in the Speaker Resource Room if it contains video files, or if it was created on a Macintosh computer.***

Once you are comfortable that your presentation is complete, inform the Speaker Resource Room technician that your presentation is ready to be uploaded to the central server. Confirm the date and time for your session. Be sure to check-out of the Speaker Resource Room before leaving.

### **Speaker Resource Room Hours of Operation:**

Sunday, April 2 from 11:00 AM – 6:00 PM

Monday, April 3 from 6:00 AM – 3:00 PM

### **Presentation**

Please arrive at your session meeting room at least 15 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern. There will be a mouse at the lectern that will allow you to control/advance (left click will move forward, right click will move backwards) the slides during your presentation. The mouse pointer can also be used in lieu of a laser pointer. The technician will remain in the room throughout the session.

A lectern microphone will be provided in each meeting room. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. There should be a comfortable distance between your mouth and the microphone. If you turn away from the microphone, the audience may not hear your voice.

On the floor in front of the lectern you will find a large plasma monitor where you can view your presentation as seen on the screen. At the end of each session day, all presentations are deleted from the meeting room computers.

Should you have any questions regarding this material, please contact Donna Tu with your specific concerns [donna.tu@heart.org](mailto:donna.tu@heart.org).