



# Hypertension

## INVITED SPEAKER AND ORAL ABSTRACT PRESENTER GUIDELINES

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### Overview

To provide the best possible educational environment and ensure efficient handling of audiovisual presentations, please read and follow the guidelines below.

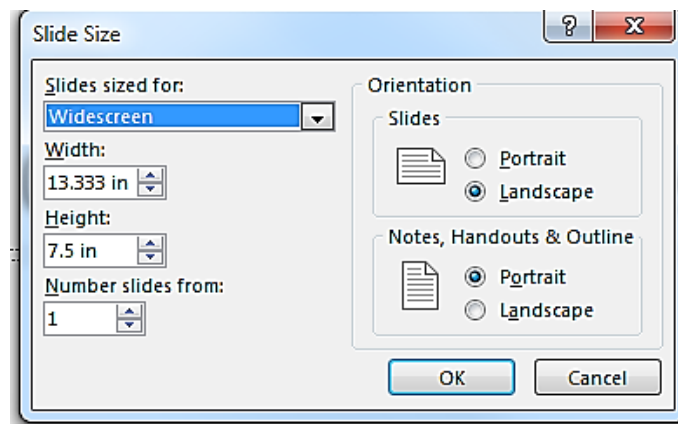
### AV Equipment Provided

Technicians will be in each meeting room. Session rooms will be equipped with a 16:9 format screen and LCD projector, lectern with microphone, large display speaker timer and monitor.

### Important Slide Formatting and PowerPoint Tips

It is recommended that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format. Below is how to create your 16:9 PowerPoint:

- Open PowerPoint on your computer.
- From the top menu (depending on the version of PowerPoint you have), select Design, then Page Setup OR File, then Page Setup, OR Design, then slide size, and change Slides sized for to: On-Screen Show (16:9).
- Click OK.
- Set up PowerPoint Page on a PC.



If you start with the step in creating your presentation, then assemble the PowerPoint as you normally would. If you're converting an existing slide show, then please check all of the slides for format accuracy.

The widescreen format should not cause any issues with the text in your presentation; however, some images may be stretched as a result. If your presentation has multiple images, we suggest you may transition to widescreen format by saving a copy of your PowerPoint in the 4:3 format under a different name, then converting to widescreen and cutting and pasting the images from the original version into the widescreen

version. 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).

- Serif fonts such as Times New Roman do not project well.
- A minimum 24-point font size 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.
- Use common image formats that are cross-platform compatible such as JPG, PNG, GIF and BMP.
- 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.
- Sound and Video Clips: Solution 1: Pack and Go: 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 can’t find the audio/video file. Always check your video clips in the speaker ready room to make sure they have been embedded correctly.
- While it is recommended that all PowerPoints are formatted in 16:9, we can accommodate PowerPoints in 4:3. However, please note that when your presentation is displayed on the large screens for the audience, black bars will be on the sides of your presentation slides.
- All PowerPoint files must be labeled with the date, time and last name of the presenter.
- When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must be loaded separately and saved in the same folder as the rest of your presentation.
- Save your file to a memory stick.
- If you feel that your presentation has something out of the ordinary (extensive files or video clips), bring your laptop to the meeting as backup.

### At the Meeting

- The Speaker Resource Room is available for reviewing, editing and loading your presentation. Your presentation must be turned into the Speaker Resource Room at the hotel at least two (2) hours before the start of your scheduled session start time. If you are presenting in the first session of the day, try to upload your presentation the day before. Individual laptops will not be allowed at the podium. The speaker resource room will be open the following hours:

Wednesday, Sept. 4	3-7 p.m.
Thursday, Sept. 5	6:30 a.m.-5 p.m.
Friday, Sept. 6	6:30 a.m.-6 p.m.
Saturday, Sept. 7	6:30 a.m.-6 p.m.
Sunday, Sept. 8	6:30-11 a.m.

- Any updates to your presentation **MUST BE MADE** in the Speaker Resource Room and not your session room.
- A technician will show you to a computer station to review your presentation and help you load it onto the computer.
- Once you are done reviewing your presentation, be sure to notify a technician so they can verify that the presentation is saved and properly labeled. Once the technician has verified that the presentation is labeled correctly, check out of the Speaker Resource Room. This will ensure that your presentation gets to your session in a timely manner.
- A technician will load all presentations onto the presentation computer in the session room.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Resource Room before your presentation (preferably 12 hours in advance of your presentation).
- It is the presenters’ responsibility to collect their media (if applicable) at the conclusion of the session.

#### Presenter Disclosure – Mandatory

- All presenters are required to have a conflict-of-interest disclosure slide as the first or second slide of their PowerPoint presentation.
- Moderators do not need to have a disclosure slide, but they should verbally disclose to the audience any applicable conflicts of interest when they introduce themselves at the beginning of the session.
- 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 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.

#### Presentation

Please arrive at your session meeting room at least 15 minutes before the start of your session. A mouse/slide advancer at the lectern will allow you to control/advance the slides during your presentation. The technician will be available throughout the session.

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.

If you have questions or concerns regarding this material, please contact Susan Kunish at [susan.kunish@heart.org](mailto:susan.kunish@heart.org).