

## **POWERPOINT PRESENTATION GUIDELINES**

### PowerPoint Presentations for 2016:

All session venues will have a MAC computer running both Macintosh and Windows platforms with the latest platform-specific versions of PowerPoint. In this way, presenters will only have to deal with one computer and a single remote control.

- ™ Each presenter will be responsible for bringing his/her presentation to the speaker ready room the day before they are scheduled to speak.
- ™ An AV support person will load the presentation on to the appropriate platform. We urge you to wait for the AV support person rather than attempting it yourself.
- ™ We will require that presenters use USB flash drives, or secondarily, CDs (formatted ISO9660).
- ™ All presenters must include a screen at the beginning of their presentation disclosing any conflict of interest
- ™ SPECIAL TECHNICAL NOTE #1: The pixel density of LCD projectors is usually much lower than computer monitors. This leads to the frustrating phenomenon of graphs (particularly axes, lines, and error bars) looking satisfactory on the speaker's monitor, but not showing up at all on the big screen. This is all quite easily fixed by simply thickening all lines in any graphs a speaker wants to show. In SigmaPlot, for example, the default setting for line thickness is 0.007 in. Changing this to 0.02 in. assures that all lines will show up, even through a relatively low-resolution LCD projector. Other graphing programs have similar options.
- ™ SPECIAL TECHNICAL NOTE #2: The computers will run WINDOWS 7 and they will have PowerPoint from OFFICE 2010. On the MAC platform, there will be PowerPoint from Office 2011 running on OS 10.10 with KeyNote 6.5.2. Please verify that your presentation will run in one of these environments as your final preparation step.
- ™ We will continue to provide a pair of computers and a projector in the Speaker-Ready room for those wishing to preview their material. These will not be attended and we are not planning to provide any PowerPoint technical support.

### **IMPORTANT NOTE: YOU MAY NOT USE YOUR OWN COMPUTER FOR YOUR PRESENTATION**

**SESSION CHAIRS WILL BE INSTRUCTED TO IMMEDIATELY WITHDRAW YOUR PRESENTATION IF THIS IS ATTEMPTED. CONNECTING AND RE-CONNECTING COMPUTERS WASTES VALUABLE SESSION TIME.**

(over)

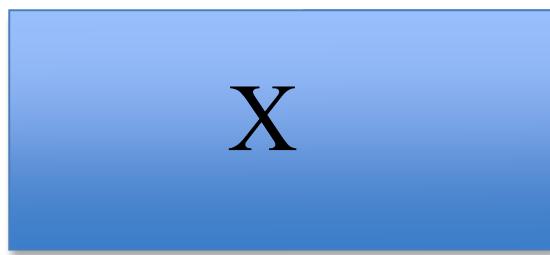
## **POSTER PRESENTERS**

Boards are **vertical** 8' h x 4' w and push-pin-compatible. Please consult the Program for the number of your board and the specific times to set up and dismantle your poster.

**Vertical**



**Horizontal**



All poster presentations must include a disclosure of any conflict of interest.

Posters in the Original Research category should also include the following information: Abstract, Introduction, Methods, Results, Discussion, Conclusions, References Cited, Grant Support, Conflict of Interest statement. Those in the other categories are not required to have Methods or Results.