Preparing your Conference Presentation

asa GUIDELINES

Presentation requirements:

All presentations must be:

- Microsoft PowerPoint (Single screen PowerPoint presentations only)
  - First 2 slides must be the ASA25 branded Title page and disclaimer
  - Remaining styling at presenter discretion

- Widescreen (16:9) format

- Confidential, you must ensure all patient identification is removed.
  This includes:

  - Hospital/Clinic Name,
  - Patient Name
  - Patient Date of Birth
  - ID number
  - Sonographer or Clinician's name
  - Scan Date and Time

- Saved to USB with any video files and codecs saved separately to the PowerPoint.

- Overhead projection or other presentation methods will not be available.

- Embedded speaker notes will be viewable from the lectern during your presentation.

If you are presenting in-person, you will be required to bring a master copy of the presentation and supporting files, saved to a USB, on the day of your presentation to the AV team. Details on how to, and where to, provide these will be emailed to you closer to the Conference dates. Please ensure asa.conference@sonographers.org is saved as a recognised account to avoid filtering to your junk inbox.

Important Notes:

If you have audio and/or video in your presentation, please ensure you have the files saved separately as embedding the media does not always include them in the PowerPoint file.

Please ensure the videos are playing before you leave home. Suggestions for optimal video loops are:

- Video files should be MPG4, MPEG-1 or WMV files. If you are using a MAC, check that thefiles you are using will work for both MAC and Windows, e.g. MPG4 or MPEG-1. Use shortclips and set to loop until stopped (that gives the illusion of a longer clip).

- Store your ultrasound video clips in the same sub-folder as the PowerPoint file, then save the entire folder to your USB drive.

If you have specific requirements not addressed above please contact the conference team at asa.conference@sonographers.org to discuss.