

Preparing your Conference Presentation

Presentation requirements:

All presentations must be:

- Microsoft PowerPoint (Single screen PowerPoint presentations only)
 - First 2 slides must be the ASA conference branded title page and disclaimer (*available via the Speaker portal*)
 - Remaining styling at presenter discretion. Please be mindful of audience and use appropriate imagery.
- 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
- Please use Vancouver referencing throughout your presentation and ensure to include a reference page at the end of presentation.
- 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.

Presenting in-person:

If you are presenting in-person, you will be required to bring a master copy of the presentation and supporting files, saved to USB. On the day of your presentation, please bring this to the AV team via the Speakers Prep Room (*see map next page*) located on the ground floor adjacent the registration desk.

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 and may result in corrupt videos.

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 the files you are using will work for both MAC and Windows, e.g. MPG4 or MPEG-1. Use short clips and set to loop until stopped (that gives the illusion of a longer clip).
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- Store your ultrasound video clips in the same sub-folder as the PowerPoint file, then save the entire folder to your USB drive.

After uploading the presentation, you may be able to review to ensure this is working appropriately.

Please follow the instructions outlined by the AV team as to opening your presentation in the room at the appropriate time.

Presenting virtually:

For those presenters intending to submit a pre-recorded presentation, the ASA Conference Team will email you specific guidelines for uploading your presentation closer to the event.

