Eastern Association for the Surgery of Trauma
Advancing Science, Fostering Relationships, and Building Careers

east

EAST Audio Visual and Presenter Guidelines for Program Presenters

AUDIO VISUAL AND PRESENTER GUIDELINES FOR PROGRAM PRESENTERS
ALL PRESENTERS MUST READ

Speaker Prep Room – Madison Room, Lower Level
Room location subject to change. Refer to meeting app for up-to-date information

GENERAL GUIDELINES:
In order to provide our attendees the best possible educational environment and ensure a smooth and efficient handling of audio-visual presentations, the following guidelines have been established for the EAST scientific sessions.

- Presentations with audio-visual must be done utilizing PowerPoint or Keynote technology. No other computer software file format will be allowed.
- **Session rooms will be equipped for single image/dual screen projection.**
- Title slides, if desired or utilized, should be included as part of each speaker's presentation. Title slides will NOT be shown separately on a second screen.
- Videos should be included as an embedded video clip within the PowerPoint presentation. *It is required that you test all videos <u>with the technicians</u> at least 90 minutes (1.5 hrs) prior to your scheduled presentation time. Tests cannot be conducted while a session is in progress. Computers are **not** allowed at the podium.*

EQUIPMENT PROVIDED:
The following audio-visual equipment will be provided in the session room:

- Computer equipped with Windows 10 or MAC OSX, capable of playing video & sound clips located at the tech station
- A monitor mirroring your presentation (Presenter notes NOT available) and slide advancer will be placed at the lectern to control your presentation
- Large dual screens for audience
- LCD Data/Video Projector
- Laser pointer at lectern
- Microphones (1 lectern, 2 moderator table and 6 floor Q&A)
- Computer Assistant /Projectionist & Audio Technician (Session Room)
- Speaker timer
- Any requests beyond what is indicated above are subject to approval by the EAST Meeting Management Team.

ASSEMBLE YOUR PRESENTATION IN ADVANCE:
- All presentations must be in Microsoft PowerPoint or Keynote technology.
- EAST will send presenters information on how to label presentation files. <u>You will be required to name your file using EAST's file naming format.</u> The AV Tech cannot accept the file unless it is named properly.
- 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 and label the outside of your memory stick with the same information. Do not have anything else saved on your media other than your presentation.
- Obtain all required permissions for any copyrighted materials included in your presentations.
- If you require a title slide, include that slide as part of your presentation. The meeting organizers will not have separate title slides for each presenter.

All presenters are REQUIRED to include a disclosure slide in their presentation immediately following the title slide.

AT THE MEETING:
- All presentations must be brought to the **Presentation Drop Off Area located in the Speaker Ready Room** located in the **Madison Room, Lower Level**. You must drop off your presentation no less than 90 minutes (1.5 hrs) before your scheduled presentation time.
- Individual laptops will not be allowed at the podium.
- All presentations will be loaded by a technician to the presentation computer in the session room.
- There will be technicians available to assist you at the presentation drop off area and in the session rooms throughout the entire meeting.
- The Speaker Ready Room (Madison Room, Lower Leve) will be available during the meeting for reviewing your presentation in advance. **You must bring your presentation to the Presentation Drop Off Area for it to be uploaded.** Please consult the program schedule for the Speaker Ready Room/Presentation Drop Off hours.

SOCIAL MEDIA:
The 37th EAST Annual Scientific Assembly will be promoted and monitored on EAST's **Facebook** and **X (formerly Twitter** social media channels. As a presenter, you are encouraged to include your Twitter Handle on your slides.   The official hashtag for the 37th EAST Annual Scientific Assembly is **#EAST2024**.

POWERPOINT PRESENTATION CREATION TIPS:
Computer Slide Format and Lettering
- Use the wide screen format for your Presentations – We will be using a wide screen in the General and Plenary Session rooms. When creating your PowerPoint Presentation under Design>Page Setup>Slides sized for: On-screen Show (16:9).
- Images, movies, drawings and graphics can be obtained from sources such as digital cameras, scanners, and the Internet. Generally, any visuals (not written words) that look acceptable on a 20-inch monitor will also look good when projected. Stand 10' away from your monitor and read your text. This will give you an idea of how the audience will see your presentation.
- A <u>minimum </u>slide typeface of 24 point 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 in a dark background. Even if it looks good on your computer screen, it will not project legibly on the big screen and attendees will not be able to read your slides. Do not use a dark font on a dark background.**
- 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).
- 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.
- Images: JPG files are the recommended format for images.
- Obtain all required permissions for any copyrighted materials included in your presentations.
- 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 cannot find the audio/video file. Always check your video clips in the Speaker Ready Room to make sure they have been embedded correctly.

Following these guidelines will enhance your presentation and will be appreciated by the audience.

QUESTIONS:
For questions regarding audio-visual, please contact Ryan Kirby with CCAV Event Production, EAST AV provider, at info@ccavinc.com.

Page 2 of 2

Eastern Association for the Surgery of Trauma
633 N Saint Clair St, Ste 2400 ♦ Chicago, IL 60611
Ph: 312-202-5508 ♦ Email: managementoffice@east.org ♦ Web: www.east.org