Audio Visual Guidelines for Program Presenters

CI2023 Dallas will be utilizing a Presentation Management system that allows for advance submission of presentations, review of presentations in the Speaker Ready Room, and networked transfer of presentations into each session room. Speakers will run presentations from the podium using the Presentation Management software.

Slide Formatting:

1. **Widescreen Formatting (16:9) -** Due to the use of CART Captioning, all Power Point presentations should be configured in 16:9 (widescreen) format. Captioning will appear below your slide on the session room screens.
    a. Click here for instructions for creating or converting your presentation to 16:9 format.
    b. If you begin your presentation in 16:9, then just assemble the PowerPoint as you normally would. If you are converting an existing presentation from 4:3 to 16:9, be sure to check all of the slides for format accuracy.
    c. Converting an existing presentation to widescreen format (16:9) should not cause any issues with text in your presentation, however, some images may be stretched as a result. If your presentation has multiple images, one conversion method is to save a copy of your current PowerPoint in the 4:3 format under a different name, then convert to widescreen, and cut and paste the images from the original version into the widescreen version.
2. **Disclosure Slide -** In accordance with the ACCME Accreditation Criteria, all speakers must disclose relevant financial relationships with any commercial interest as it pertains to each presentation. Authors are required to disclose any conflicts on a slide at the start of the presentation.
3. **Video Files -** When building your presentation, all files (PowerPoint and any external, i.e. video files) associated with your presentation must reside in the same folder. If you are speaking in more than one session, please organize and clearly label your presentations in separate folders.
    a. Videos must be created with standard compression codes that are in use by Windows and must be saved as a .WMV .MPG or .AVI only. It is imperative that you check your Presentation in the Speaker Ready Room if it contains video files.
    b. Please see this article for file formats supported within PowerPoint.
    c. Please consider compressing your videos. If you have authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found here.
    d. If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations.

4. **Microsoft PPT Conversion** - Microsoft PowerPoint is required and all versions of PowerPoint since Office 2013 will be supported. Conversion from Mac to PC, or from an earlier version of Office, is possible onsite if you don't have time to do this in advance. Please arrive in the Speaker Ready Room 24 hours prior to your session for this conversion.
5. **Back Up Copy -** Although we take every precaution to ensure files are not corrupted during the file upload, it is recommended that a backup copy of your presentation and all audio/video files is brought with you on a USB flash drive and/or a copy uploaded to a secure file sharing service (like Dropbox).
6. **PPT Creation and Formatting Guidelines –** Additional tips for slide formatting may be found HERE.

Advance Submission of Presentations – REQUIRED:

ACI Alliance requires that presentations be submitted IN ADVANCE of the meeting to allow adequate time for closed captioning to be prepared for your presentation (at least 48 hours). This will also reduce lines and wait times in the Speaker Ready Room onsite.

1. **Advance Submission Link** - Presentations may be submitted in advance of the meeting in mid-May and will be available throughout the meeting. You will receive notice via email when the website is available for submissions. Further instructions regarding loading presentations to the submission website will be included with the notice when the system is live and ready to accept presentations.
2. **Multiple Presenters** - Please do not combine multiple presenters' presentations into one file and then submit under one name. The system manages presenters individually and any co-presenter will not be able to log-in to edit the combined presentation.
3. **Changes to your Presentation** - If you need to make changes to a presentation that you submitted, you may resubmit the files on the website using a new file name and delete the earlier submission. You may also make changes to your presentation in the Speaker Ready Room onsite.

Equipment Provided:
The following audio-visual equipment will be **automatically** provided in each session room. Please note that use of personal Windows or Mac laptops is **not** permitted. You are required to use the presentation computer provided at the podium.

- Presentation computer at tech table equipped with the following: Intel i7 processor with 8GB Ram, Windows 7, MS Office 2013, Adobe Acrobat Reader, Windows Media Player, and Quick Time Player VLC media player
- Confidence monitor of presentation at podium; monitors with presentation and captioning for head table
- Remote mouse (for slide advancing and use as screen pointer) at podium; speaker timer
- LCD projectors, screens and microphones
- IMAG projection (largest session room only)
- CART Captioning in general and concurrent session rooms

Speaker Ready Room (SRR):

1. **Upload** - Presentation files cannot be submitted in the session rooms. Presentations must be finalized and reviewed by the presenter in the SRR at least 2 hours prior to the presentation time.
2. **Slide and Video Review** - Speakers who have already submitted presentations via the advance submission website are advised to please verify the integrity of their presentations and videos in the SRR. It is imperative that presentations created on a Macintosh and converted or that contain video be reviewed. A mock podium setup will also be available to practice using the Presentation Management System.
3. As noted above, speakers for sponsored satellite symposia will need to submit their presentations in accordance with instructions provided by each sponsor. Presentations cannot be submitted to the technicians in the Speaker Ready Room.
   However, the Speaker Ready Room is available to speakers to use for reviewing and editing their slides if needed. The SRR will be located in Reunion A, Lobby Level and will be operational during the following hours:

Wednesday, June 7:	10:00am – 7:00pm
Thursday, June 8:	6:30am – 5:30pm
Friday, June 9:	7:00am – 5:30pm
Saturday, June 10:	7:00am – 11:30am

At the Meeting and During Your Presentation:

1. **Important:** Adherence to speaker presentation times will be strictly enforced. Unless otherwise specified, presentation lengths are as follows:

   Podium: 9 minutes
   Poster Highlight: 4 minutes

   In order to provide equal opportunity for each presenter and adequate time for Q&A at the end of each session, this time schedule must be strictly adhered to and will be enforced by the moderator, ACIA staff and the A/V team. There will be a timer on the podium and a second timer on the floor by the confidence monitor. Please pay attention to the timers during your presentation. **If your presentation runs over your allotted time, your slides and microphone will be turned off.**

2. Your presentation must be turned into the Speaker Ready Room at least four (4) hours prior to the start of your scheduled session start time.
3. Any updates to your presentation must be made in the Speaker Ready Room at least 2 hours prior to the presentation time and not your session room.

4. Please arrive at your session room at least 10 minutes before the start of your session. We ask that all panelists and presenters sit at the head table prior to the start of the session.
5. The A/V technician will launch your presentation once you are introduced. A mouse will be available at the lectern for you to control/advance your slides during the presentation. The mouse pointer should be used in lieu of a laser pointer.
6. Please note that Presenter View will NOT be available in the session room. Please be sure to bring a printout of your slides/notes to the session room if required.
7. Speak directly into the lectern microphone in a normal voice at a comfortable distance from the microphone. Do not handle the microphone while speaking. Be cognizant of not turning away from the microphone, as the audience and captioner may then not hear you speak.

Presentation Use Permission:

ACI Alliance may post materials from the conference on the ACI Alliance website after the meeting, including the speaker PowerPoints *for those who approve of such dissemination*. A request for permission to post your presentation will be provided on the advance submission website and in the Speaker Ready Room.

The presentations will be locked pdf versions and you can opt to provide us with an abbreviated version if necessary. An example of what is available on the website from a previous conference can be viewed here: https://www.acialliance.org/page/ci2022sessions

Satellite Symposia Speakers:

Speakers presenting at sponsored satellite symposia will not be utilizing the CI2023 Dallas advance submission or Presentation Management system. Please refer to instructions as provided by the sponsoring organization regarding the submission of your presentation. Those presenting in satellite symposia are welcome to utilize the Speaker Ready Room to review and make edits to their presentations, however, the presentations will need to be submitted separately/transferred to your assigned meeting room as instructed by the sponsoring organization.

Questions:

Please let us know if there are any questions or if you need additional information. The ACI Alliance Conference Management Office will be located in Cumberland B, Exhibition Level

Audio-visual arrangement questions: Deidra Eberle, deberle@facs.org
Program questions: Joan Williams, joanwilliams@facs.org
Technical questions for our AV Provider: Content1 Support Team, c1support@encorelgobal.com