



ACI Alliance Annual Meeting
June 7-10, 2023
Hyatt Regency, Dallas, TX

AUDIO VISUAL GUIDELINES FOR PROGRAM PRESENTERS

***** ALL PRESENTERS MUST READ *****

GENERAL GUIDELINES:

To provide our attendees with the best possible educational environment and ensure smooth and efficient handling of audio-visual presentations, the following guidelines have been established for CI2023 Dallas.

- Presentations with audio-visual must be done utilizing PowerPoint technology.
- Session rooms will be equipped for single screen projection.
- After your title slide, which should be a part of your presentation, you are required to include a slide disclosing any relevant conflicts of interest related to your presentation.
- If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation.
- Personal laptops or presentation devices will **NOT** be accommodated at the Tech Table, Head Table or Podium. Please be prepared to use the PC provided by the AV vendor.

EQUIPMENT PROVIDED:

The following audio-visual equipment will **automatically** be provided in the general session room:

- Presentation computer at the technician table installed with PowerPoint.
- LCD Projector(s)
- 16:9 format Screen for Audience
- Confidence Monitor
- Wireless Slide Advancer and Laser Pointer
- Microphones (1 wireless podium microphone, tabletop microphones, and 2 wireless audience microphones)
- Video and Audio Capabilities
- Large Display Speaker timer
- In-Room A/V Technician

Any requests beyond what is indicated above are subject to approval by the CI2023 Meeting Management Office. Requests must be submitted **by Wednesday, May 24, 2023.**

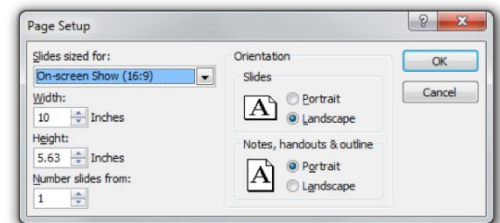


IMPORTANT - SLIDE FORMATTING:

It is recommended that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format.

The following is how to create your 16:9 PowerPoint:

- Open PowerPoint on your PC
- From the top menu, (depending on the version of PowerPoint you have) select **Design**, then **Page Setup** OR **File**, then **Page Setup**, and change **Slides Sized For** to: **On-screen Show (16:9)**.
- Click **OK**
- If you start with this step in the creation of your presentation, then just assemble the PowerPoint as you normally would. If you are converting an existing slide show, then please check all the slides for format accuracy.
- A widescreen format 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, a suggested way to transition to widescreen format 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.



AT THE MEETING:

GENERAL SESSIONS and CONCURRENT SESSIONS:

- Presentations will be loaded in advance and run directly from the **PC laptop at the AV tech table** in the back of each session room. *Individual laptops will not be allowed at the podium or tech table as we cannot guarantee compatibility with the equipment/software provided.*
- It is required that presentations are submitted via the Speaker Management Portal in advance of the meeting.
- Please review the email and instructions
- Please submit your final PowerPoint Presentation via the Speaker Management portal (additional information and an email will be sent to you regarding this process) by **May 26, 2023**.
- Please follow this file naming convention when submitting your presentation: Lastname_Date and Time of session_name of session.
- Your submitted presentation will be tested in advance of the meeting by AV staff.
- You will be **required to check in at the Speaker Ready Room two (2) hours prior to your scheduled session** to confirm your presentation is your final version and no changes are required.

SPEAKER READY ROOM:

Location: Reunion A (Lobby Level)

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

***note the Speaker Ready Room Hours are the same as the Registration Hours.*



TIPS FOR PREPARING COMPUTER PRESENTATIONS

Computer Slide Format and Lettering

- A minimum slide typeface of 24 point and hard-copy typeface of a minimum of ¼ inch is recommended.
- A sans serif typeface such as Helvetica or Arial is recommended.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid red, green, and blue text.
- Limit message on slide to seven lines or less. Do not use more than seven words per line. Two or more simple slides are better than one complicated slide.
- 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.
- 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 laptop.
 - **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.

QUESTIONS:

If you have any questions regarding audio-visual arrangements or to submit your presentation file, please contact Deidra Eberle at deberle@facs.org or Joan Williams at joanwilliams@facs.org.