



**Speaker Guidelines**  
**ASOPRS 2008 Fall Scientific Symposium**

**November 12-13, 2008**  
**Westin Peachtree Plaza**  
**Atlanta, GA**

**PREPARING YOUR PRESENTATION**

1. For the Fall Symposium, the American Society of Ophthalmic Plastic and Reconstructive Surgery stipulates that all speakers use **Microsoft Power Point** for their presentations.
2. 35mm slide projection will not be available. This is to ensure that presentations are of the highest quality for attendees and to provide speakers with the latest in presentation technology.
3. If, at any time during the preparation for your presentation you require assistance, please call:

**PSAV Convention & Trade Show, Dallas, TX**  
**Brian Reynolds**  
**214-210-8037**

**Please do not e-mail presentations before the Symposium. All presentations must be submitted on show site.**

4. The recommended video format is mpeg1 (.mpg). For more detailed information regarding fonts, sound, video, and general compatibility, please refer to <http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>
5. **Pack and Go** (Windows and Macintosh Office-OS X only): The “pack and go” feature of PowerPoint may also be useful if there are video or sound files associated with the presentation. PC users will create two files, which will contain all the video and sound files, which can then be unpacked in the speaker ready room. Mac users will create a folder with all the associated files. This can be done in PowerPoint by selecting (PC)File / Pack and Go or (MAC)File/Save As/Package (file type).
6. All presentations should be brought to the Speaker Ready Room at the Westin Peachtree Plaza on **ONE** of the following media:
  - CD-ROM
  - DVD-ROM
  - Floppy disk
  - Zip disk
  - Compact flash card
  - Memory Stick
  - Multi-media card

- SD Card
- Laptop (additional driver installation / reconfiguration may be required)

If the presentation cannot be transferred to one of these before the show, the technician in the speaker ready room will transfer the presentation from your computer onsite.

Label your media with the following information:

- Name
- ASOPRS Fall Meeting
- Date & Time of Presentation
- File Names

If you are speaking in more than one session, please put your presentations in separate folders, clearly labeled. Do not put more than one presenter's files on the same disk. Each presenter must have their own media.

*It is imperative that you review your presentation in the Speaker Ready Room if it contains video files, or if it was created on a Macintosh computer.*

### **ONSITE, BEFORE YOUR PRESENTATION**

7. Presenters **WILL NOT** be allowed to use their own computers for their presentations. There will be a computer in each meeting room that the presentations will be pre-loaded on. Presentations will need to be checked in at the Speaker Ready Room and will be loaded onto each computer by the technician. **Checking in at the Speaker Ready Room is the single most important action you will take to ensure that your presentation is a success.** If you are unavoidably delayed please go directly to the Speaker Ready Room.

**You must upload your presentation a minimum of four hours prior to your presentation.**

#### **8. Speaker Ready Room:**

The Speaker Ready Room is located in the **American Room** on the Sixth Floor of the Westin Peachtree Plaza (the General Session rooms are on the Eighth Floor in the Peachtree Ballroom). To assist the ASOPRS Faculty with your audio-visual needs, the ASOPRS Speaker Ready Room will be staffed during the following hours:

Tuesday, November 11, 2008	Noon - 6:00 p.m.
Wednesday, November 12, 2008	6:30 a.m. - 5:00 p.m.
Thursday, November 13, 2008	6:30 a.m. - 5:00 p.m.

Computers will be available in the Speaker Ready Room enabling you to change your presentation, print out notes, and practice presentations.

#### **Security:**

- You will need to provide identification in order to submit your presentation and also to access it in the Speaker Ready Room.
- All media are returned to the speaker once it is loaded on the server.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files on the computers are deleted at the end of each day.
- All files are deleted off of all computers at the end of the meeting.

When you check in, PSAV personnel will copy your presentation to the server and then open it on a terminal for your review; review your presentation to be sure all fonts are correct and all sound/video clips are working. You will be able to edit your presentation, as well. Once you are through reviewing your presentation and certify it is ready, your presentation will be electronically

sent to the designated presentation room. **All editing must be completed 4 hours prior to the start of the session.**

**Contact Information: Your onsite contact will be Brad French, PSAV Convention & Trade Show**

### **ONSITE, DURING YOUR PRESENTATION**

9. Each presentation room will be staffed with an audiovisual (AV) technician, who will assist in starting each presentation. Once the presentation is launched, you (the speaker) will control the program from the podium using a computer mouse. A laser pointer will also be provided. At the end of the meeting, all files will be destroyed, and the computer hard drives will be reformatted.
10. The computers in the presentation rooms will be Windows-based PCs with Microsoft PowerPoint (Office 2003) installed. We recommend PowerPoint (.ppt) for all users. We will, however, accept Adobe Acrobat (.pdf) and HTML (.html) files as well. Presentations created both on PC and Macintosh platforms should work, but verification of proper performance, particularly if video is included in the presentation, is essential. **Please note that Internet access will not be available during your presentation or in the Speaker Ready Room.**

Please note: there will be NO dual or comparison projection available in the scientific presentation room.

#### **VHS**

The General Session room will have a ½" SVHS video player (NTSC tapes only) that will play standard VHS tapes. If your video source is SVHS or VHS there will only be a single source projection so you will not be able to show your computer-generated presentation in conjunction with your videotape. You can either have your video digitized and embedded within your presentation or insert a slide with appropriate text alerting the technical staff to show your SVHS or VHS videotape. If your video is embedded within your PowerPoint presentation, it is suggested you program your presentation to start the video with the advancement of a slide. A video player will be available in the Speaker Ready Room for review of your videotape. Cue videotapes to start point; the projectionist will start all videotape presentations from the projection platform. When you are ready for your tape to play, give an audible cue to the projectionist. If you require the audio to be heard on your videotape, please make this notation on your tape and alert the technical staff to this requirement.

#### 11. **Program Chair/Session Moderators:**

The Moderator will direct each speaker to the appropriate podium, introduce each speaker in the session, operate the timer and be responsible for keeping the session running on time. The format of the introduction is:

**“The next presentation, (complete title of presentation) will be presented by Dr. (or appropriate title) (full name) of (city)”**

Instructions will be provided by the Moderators regarding the warning light system, operation of computer and the laser pointer. **It is very important that speakers stay within their allotted time frame of five minutes.**

**If there is a change in the name of the presenter, please be sure to notify the Program Chair in advance so that a proper introduction can be made**

#### 12. **ASOPRS General Session Room Set-Up:**

There will be two lecterns in the front of the ASOPRS Scientific Presentation Room. Each lectern is equipped with a podium, podium microphone, side standing microphone, a laser pointer, a computer mouse or remote for slide advance and a timed warning light. Please do not adjust either microphone.

### Stage Set-Up

Next to each of the two lecterns there will be a moderator table equipped with a table microphone and timer. Presenters will ALTERNATE podiums. Your moderator will alert you as to the podium from which you will be speaking. Enter the podium area on the side of the stage on your appropriately assigned side when the speaker before you begins their talk from the opposite podium. This gives you five minutes to let the moderator know you are in place and to confirm the correct pronunciation of your name if necessary. The allotted time (five minutes) will begin immediately upon your announcement.

### Timed Warning Lights:

The lectern is also supplied with a speaker timer warning system which will be operated by the Program Chair. The timer will display as follows:

- **Green Light** – activated at the beginning of your presentation, remains green until one minute is left
- **Yellow Light** – activated at the one minute mark; start your summary and concluding comments.
- **Red Light** – your allotted time has expired; conclude your presentation.

### PowerPoint Presentation Tip Sheet

- Confirm that the presentation format selected is for **ON SCREEN SHOW**.  
*See: File / Page Setup*
- Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings. San serif fonts are recommended. Light colored text on a dark background is advised. Avoid using red or green.
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Times Roman, Arial, Helvetica, and Symbol fonts is advised. Some other fonts may not transfer properly from your computer to the system used for presentation.
- Confirm that the maximum number of lines in text slides is no more than 6 or 7.
- Images to be placed in Power Point slides should be resized to approximately 800 x 600 pixels and saved as JPEG or TIFF files. Images should be inserted into the slide using **the INSERT / PICTURE / From FILE** command (A presentation of 20 slides containing 15 image slides will typically be 1 to 2 MB in size.)
- **If your presentation contains video or audio, confirm that all needed files are in the SAME FOLDER as your presentation. (If these files are not present, they will be unavailable when you give your presentation.)**

The **PACK and GO** option discussed previously may also be used to properly link presentation and video and audio files.

- Proofread and spell check. Correct all errors.
- Back up your presentation and associated files (video clips; audio files) on a CD-ROM or Zip disk and confirm that the presentation runs properly from the backup on another computer.
- If your presentation was prepared on a Macintosh, confirm proper operation from your backup disk on a PC.