

HOW TO TRANSMIT YOUR POWERPOINT PRESENTATION (PPT) TO CUA

- Bring your PPT on a USB stick to the meeting
- As soon as you arrive or at least 12 hours before your presentation, please check in as a speaker in the **Speaker Ready Room** in room “Wellington” to upload your PPT.
- Presentations can't be uploaded in the session rooms directly. The main server in the Speaker Ready Room is networked with the plenary room as well as all poster rooms.
- Using individual laptop computers is not permitted

PREPARING YOUR PPT

Technical Guidelines

- **Slide Size:** Widescreen 16:9.
 - To adjust the size of your PPT please go to Design> Slide Size and select “Wide Screen (16:9)”
- **File type:** only .ppt or .pptx are accepted. Keynote for Mac won't work.
- **Software used at CUA 2017:** The presentation has to be tested to work on
 - PowerPoint 2013
 - Windows 7 based PCs
- **Animations:** Please try to keep animations to a minimum
- **Fonts:** We only support fonts that are included with Office 2013 (or earlier). If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link:
<http://support.microsoft.com/kb/826832/en-us>
- **Videos:** Copy your PPT and all videos that you included into a folder on a USB stick. PowerPoint does not embed movies. All videos must be placed in the same folder as your PPT. The video has to be in the format MPG, WMV, AVI or MP4. Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality.

Content

- **Obligatory Disclosure Slide:** As a requirement for the CME accreditation of the program all presenter must include a *Potential Conflict of Interest* slide in their PPT.
 - Please download [this template](#) to disclose your potential conflicts of interest.
 - If you do not have any potential conflicts to disclose, please include a slide with the statement: “The speaker has no conflicts of interest to disclose.”
- **Touch Pad Questions:** If you decide to ask questions to the audience that can be answered by using Touch Pads, please include the questions in your PPT. The results and the correct answer (if there is one) will be shown directly on your slides.
 - You have to send me your Touch Pad questions at least **72 hours prior** to your presentation. Otherwise we cannot guarantee that the questions will work.
 - One question including the answer choices per slide.
 - Answer choices can be numbered 1-6 or A-F.
 - Indicate which is the correct answer, if there is one

TECHNICAL GUIDELINES EDUCATIONAL FORUM SPEAKERS



Share your PPT

While you are uploading your PowerPoint presentation onsite, there will be an option to share your presentation on the meeting app with registered delegates. If you choose to share your presentation, the presentation will only be available after the meeting, on June 28 and only to registered delegates for 6 months. We encourage this, but it is not mandatory.

Please note you can upload two versions:

- 1 version for your presentation
- 1 redacted version to share with the delegates

PLEASE BRING A BACKUP OF YOUR PPT

Please bring a copy of your presentation along with you when you depart for the Meeting.
It is good practice to keep a second copy in your luggage.

AT THE CONFERENCE

Registration:

Your registration package will be located at the “Invited Speakers and Chairs” counter.

Speaker Ready Room – Room Wellington:

Presenters should upload and review their presentation in the Speaker Ready Room no later than 12 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician that can assist with any compatibility or formatting issues.

Hours of Operation:

Saturday, June 24	1100-1800
Sunday, June 25	0700-1720
Monday, June 26	0700-1630
Tuesday, June 27	0700-1300

In the Session Room:

Please arrive at your session **at least 15 minutes before** the start of your session. Take time to familiarize yourself with the setup at the lectern and to meet your chair person and ask questions to the technician.

By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email leona@iseventsolutions.com.