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 go to the Speaker Ready Room (room 508) 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 2018**: The presentation has to be tested to work on
  - PowerPoint 2013 or 2016.
  - Windows 7 based PCs.
- **Videos**: Copy your PPT and all separate video files 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

- **Talk Length**: To view your individual talk length, please log into the meeting management system (https://cua.tech4pco.com) and go to “My Lectures”. EF speakers have to contact their EF chair directly to confirm the length of their presentation.
- **Obligatory Disclosure Slide**: As a requirement for the CME accreditation of the program all presenters must include a Potential Conflict of Interest slide in their PPT.
  - Please download this template to disclose your potential conflicts of interest: http://www.cuameeting.org/themes/web/assets/files/pptx/2017_EF_disclosure_template.pptx
  - If you do not have any potential conflicts to disclose, please include a slide with the statement: "I have no conflict of interest to disclose."
- **Audience Polling**: If you need to ask multiple choice questions to the audience to get their feedback during your talk, you have to inform Leona Hanemann (leona@iseventsolutions.com) the latest by May 1. We will try to arrange a polling solution where the audience uses their own devices to vote.

Share your PPT

While you are uploading your PowerPoint presentation onsite, there will be an option to share your presentation on the meeting app. We encourage this, but it is not mandatory.

AT THE CONFERENCE

1) **Registration**: Please go to the “Invited Speakers and Chairs” counter at the main registration desk to pick up your registration package.

2) **Speaker Ready Room – Room 508**: 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 who can assist with any compatibility or formatting issues.

   **Hours of Operation:**
   - Saturday, June 23 0900-1800
   - Sunday, June 24 0700-1630
   - Monday, June 25 0700-1600
   - Tuesday, June 26 0700-1300

3) **Plenary Room**: Please arrive there during the break before your session, at least 15 min before the block of sessions starts. Take time to familiarize yourself with the setup at the lectern, to meet your chair person and ask questions to the technician.
Should you have any questions not addressed in this document, please email leona@iseventsolutions.com.