HOW TO TRANSMIT YOUR POWERPOINT PRESENTATION (PPT) TO CUA

- Bring your PPT on a USB key to the meeting.
- As soon as you arrive or at least 3 hours before your presentation, please go to the Speaker Ready Room (room 2102B) to upload your PPT.
- Presentations should not 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. PCs will be used for presenting, so please test your PPT created on a Mac in the speaker ready room.

- **Videos:** Copy your PPT and all separate video files that you included into a folder on a USB key. In that way we can re-embed videos onsite if necessary.

Content

- **Talk Length:** To view your individual talk length, please log into the meeting management system (https://2019.cua.events) and go to “My Lectures”. It is the number in the field “Length”. The talk length is also mentioned in your invitation to present. **Exception:** 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.
  - 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 need to inform Leona Hanemann (leona@iseventssolutions.com). With PollEverywhere the audience will use their own devices to vote. Please create one slide per question with answer options. Open ended questions are possible as well. The questions have to be place within the PPT slide deck.

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 – 2102B:** Presenters should upload and review their presentation in the Speaker Ready Room no later than 3 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:**
   - Friday, June 28: 1200-1700
   - Saturday, June 29: 0700-1800
   - Sunday, June 30: 0700-1630
   - Monday, July 1: 0700-1530

3) **Plenary Room:** Please arrive in the Plenary *during the break* before your session, at least 15 min before the block of sessions starts. It is important that you are on time so that we can hook you up with a lavalier mic and show you the stage / AV setup. You’ll also meet your chair person and have the opportunity to ask questions to the technician.
Should you have any questions not addressed in this document, please email leona@iseventsolutions.com.