

## INFORMATION FOR ASBMR 2023 ANNUAL MEETING PLENARY ORAL POSTER PRESENTATIONS

Your work has been highly valued by a stringent peer review system and is expected to receive a lot of attention at the scientific meeting. The ASBMR Program Committee asks that you take considerable care with its presentation. Please adhere to the following guidelines for your presentation:

- Your presentation is scheduled for 3 minutes. Your presentation should be no more than 3 slides (1 minute per slide). **Your total presentation must not exceed 3 minutes.**
- You should arrive at least 10-15 minutes before the start of the session and check in with the moderators of the session, so they can verify your participation.
- Please rehearse your talk with your colleagues so that you are confident your presentation is clear, the slides are easy to read and understandable, and you do not run over the time allotted.
- Please announce your poster number at the end of your talk – this will allow attendees to ask questions at your poster during the Welcome Reception & Plenary Poster Session. Be prepared to answer questions on your work.
- ASBMR must be informed immediately if a paper is to be or has been published in print before the meeting.
- If your presentation is treatment-related, you must give a balanced view of therapeutic options by providing several treatment options, whenever possible, and by always citing the best available evidence.

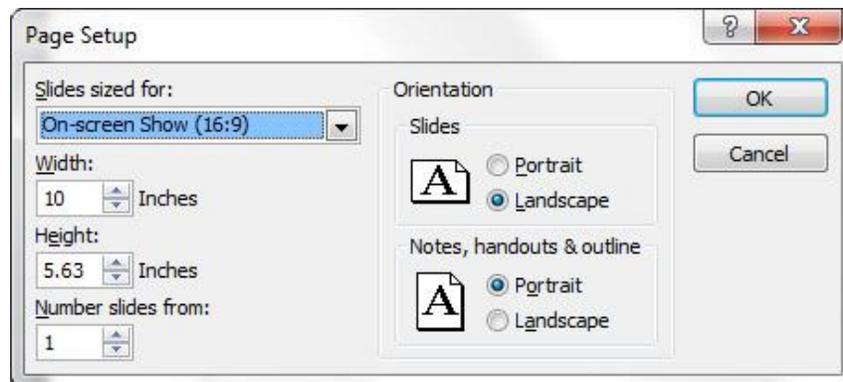
## SLIDE PRESENTATION INSTRUCTIONS

ASBMR utilizes a networked presentation management system. All presentations must be loaded on a central server and pushed out to presentation computers in the session rooms. **There will be NO capability to load presentations in the session rooms.** All presentations must be loaded prior to arriving at the meeting via the web-enabled presentation delivery and management system or on-site in the Speaker Ready Room.

### 16:9 High Definition Projection in all session rooms

ASBMR will be providing computer systems and projectors that display at 1920x1080 resolutions. This high-definition digital display will enhance the quality of your presentation by providing a bright and clear display of your presentation in the session room.

**Please note** that in order to take full advantage of the widescreen display you should create your presentation in 16:9 aspect ratio. From Within PowerPoint, click on the “Design” tab. Click “Page Setup”. PowerPoint will default to Slides sized for: “On-screen Show (4:3)”. Change the setting to “On-screen Show (16:9) and click OK. (See below)



**Please also note** that in older versions of PowerPoint such as 2010 you cannot simply convert your existing presentation to 16:9. You will need to re-create your presentation in 16:9.

**If you do not format your presentation in 16:9 then the presentation will display with black bars to the left and right and will not fill the screen properly.**

## **PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET**

To assist speakers with managing presentation slides at the meeting, ASBMR offers speakers the opportunity to upload their presentation prior to arriving at the meeting. You will be sent an email with a link and password to access the site in September.

**The deadline for pre-submitting your presentation is Friday, October 6 at 5pm Eastern. Presentations will not be accepted via email.**

Pre-submission of your presentation via this system is not mandatory. Presenters with large, embedded video, movie files within their PowerPoint presentation should make it a point to deliver their presentation media to the Speaker Ready Room for review and loading of their presentation on to the show server in person. If you do choose to pre-submit through the internet, you can visit the Speaker Ready Room on-site to view your presentation and make any necessary changes. However, you must do this at least 24 hours before your scheduled presentation time.

### **SPEAKER READY ROOM CHECK-IN PROCEDURES**

Please come to the Speaker Ready Room at least 24 hours in advance of your scheduled talk, regardless of whether you have pre-submitted your presentation. The Speaker Ready Room location will be announced in September.

Upon arrival at the Speaker Ready Room, a technician will assist you with check-in, upload your presentation, if necessary, and assign you to one of the preview stations where you will be able to review and finalize your presentation.

#### **Speaker Ready Room Hours (Meeting Rooms West 116-117):**

Thursday, October 12	7:00 am – 6:00 pm
Friday, October 13	7:00 am – 6:00 pm
Saturday, October 14	7:00 am – 6:00 pm
Sunday, October 15	7:00 am – 6:00 pm
Monday, October 16	7:00 am – 1:00 pm

### **AUDIO/VISUAL & COMPUTER EQUIPMENT**

Session room PC's will be provided with the following configuration:

- Processor: a minimum Core i7 2.93 GHz
- 16 GB RAM
- 1920 x 1080 at 24 bit color depth
- Microsoft Windows 10 Professional
- Microsoft Office 2016 Professional
- Windows Media Player (Version 12)
- Flash Player (Latest Version)
- Adobe Acrobat Reader DC (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the formats listed below:

- PowerPoint 2016 or earlier version
- USB Drives should be PC Formatted
- Preferred video format: .mp4
- Acceptable video formats (may require conversion, please allow extra time)
- .mov, .avi, .mpg, .mp4, .wmv
- PDF Reader: Adobe Acrobat DC

**Files stored in email, Cloud Drives, ftp sites, etc., or phones are not acceptable**

**\*Note: All presentations will be single screen only\***

Be aware that in versions of PowerPoint earlier than 2010 embedded media clips are not saved as part of your PowerPoint presentation. For best results we recommend that the actual video or audio files need to be on the computer you will be presenting from. You will need to supply those files along with your PowerPoint file either when you upload or in the Speaker Ready Room.

**\*If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.**

### **FOR MORE INFORMATION**

Please review the ProjectionNET Style Guide at:

<http://www.projectionnet.com/Styleguide/PresentationStyleguide.aspx> for more information about preparing your presentation, helpful hints for designing and presenting your talk, and tips to avoid incompatibilities and minimize potential challenges onsite.

If you have other technical questions, please contact us at [ASBMR@projection.com](mailto:ASBMR@projection.com) and we will be happy to assist you.