

**Instructions for PODIUM Presentations**

**2017 Meeting, University of Utah at the University Guest House and Conference Center, Salt Lake City, UT**

Schedule of Podium Sessions

The schedule of [podium sessions](https://www.openconf.org/GCMAS2017/openconf.php) is available at available on the conference abstract website.

Allotted Time for Podium Talks

You will have **7 minutes** to present your work, plus **3 minutes** for questions. The Question/Answer period will be coordinated by the moderators.

Please respect the moderators, the audience, and your fellow speakers by creating a presentation that can be given within the allotted time.

A timing system with indicator lights will be available to help speakers and moderators manage the pace of presentations.

AV Logistics at the Conference Venue

Presentations will be projected onto a screen from the **conference computer**. This is a PC running **Microsoft PowerPoint 2013**. Your PowerPoint presentation will need to be provided to the AV technician on a USB flash drive in the Conference Hall, Douglas Ballroom.

There is speaker ready room (Alpine Room). However, no computer is available in this room.

To facilitate the transfer of files, please do the following:

* Select the option “Include True Type” when saving your PowerPoint file. If available, embed your presentation fonts (*File – Save As – Save Options*).
* Name your file with the following information, separated by underscores:
1. Day and session number (e.g., Thursday, Session 4 = T4)
2. Presentation order within session is available on the schedule of [podium sessions.](https://www.openconf.org/GCMAS2017/modules/request.php?module=oc_program&action=program.php&p=program)
3. Presenting speaker’s last name
4. Keywords from title

For example: T4\_3\_Smith\_treatmentOutcomes.ppt

* If your presentation includes video files, please put your PowerPoint file and all associated video files in **one folder** with the same name as your presentation. Make sure there are no extraneous files in the folder. Copy this entire folder, intact, over to the conference computer.
* If you use video files, please create files that run using **Windows Media Player,** and/or encode the files using a common CODEC(AVI, WMV, WMA, MPEG 1, MPEG 2, MPEG 3).

***Before your podium session,*** bring your files to the AV technician for loading and testing in Douglas Ballroom during one of the following times prior to your podium session.

* Wednesday between 7:00-8:00 am, 9:30-11:00 am, 12:00-1:30 pm, 3:00-4:00 pm, 5:30-6:30 pm.
* Thursday between 9:30-11:00 am, 12:00-1:30 pm, 3:00-4:00 pm, 5:30-6:30 pm.

***On the day of your podium session,*** please arrive at least 15 minutes before the session starts, make sure your files are ready, and introduce yourself to the moderators.

Requests from the Program Chairs

* Make sure your slides are **free of commercial influence**; e.g., no advertising, trademarks, or commercial logos. This is an important requirement for CME accreditation of our meeting.
* Following your title slide, the second slide of your presentation should provide **disclosure** of any relevant financial information (e.g. consulting relationships, sponsorships, etc.) If you have no relationships to disclose, a statement to this effect should be presented.
* Please conclude your presentation with a final slide that concisely summarizes your

 **“take home” message.** This slide can be visible during the discussion period.