



Instructions for PODIUM Presentations

2019 Annual Conference - March 26-29, 2019

Frisco Conference Center - Frisco, TX

Schedule and Location of Podium Sessions

The final schedule for podium presentations can be found in the online program on the main conference website. Links for the Overview, Meeting at-a-Glance, and Full Final Program are available.

Start at this link: <https://www.eiseverywhere.com/ehome/362026/scientific-program/>

All podium sessions will be held in the main conference hall (room: Frisco 7-8).

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 session chairs, the audience, and your fellow speakers by creating a presentation that can be given within the allotted time.

A timing system will be available to help speakers and session chairs manage the pace of presentations.

AV Logistics at the Conference Venue

Presentations will be projected onto a screen from the **conference computer**. This PC will be running **Microsoft PowerPoint 2013**. Your PowerPoint presentation will need to be provided to the AV technician in the main conference hall on a USB flash drive **prior to the beginning of your session**.

A room will be designated as a speaker ready room close to the main conference hall. The room will be staffed by an AV technician during the normal business hours of the conference. Try to go to this room early in the conference to upload and test your presentation. Last minute changes should be brought to the AV technician in the main conference hall at least 15 minutes before the start of your session.

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 (place appropriate link to schedule here). Presenting speaker's last name.
 - 3) Keywords from titleFor example: T4_3_Smith_treatmentOutcomes.ppt
- If your presentation includes video files, please put your PowerPoint file and all associated video files (if not imbedded in the presentation) 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).

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 Co-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.