



## Speaker Ready Room (SRR) Instructions

All in-person presenters are **REQUIRED** to visit the Speaker Ready Room (SRR) to submit their presentation slides for the ASTMH 2023 Annual Meeting, to be held at the Hyatt Regency Chicago in Chicago, Illinois.

- **SRR Location** | Grand Suite 2AB | Ballroom Level (East Tower) | Hyatt Regency Chicago
- **SRR Hours** | A full schedule will be posted outside Grand Suite 2AB
  - Wednesday, October 18, Noon – 5 pm
  - Thursday, October 19, 7 am – 5 pm (Closed from 11 am – Noon)
  - Friday, October 20, 7 am – 5 pm (Closed from 11 am – Noon)
  - Saturday, October 21, 7 am – 5 pm (Closed from 1 pm – 2 pm)
  - Sunday, October 22, 7 am - Noon

### Speaker Ready Rooms DOs and DON'Ts

- **DO** plan to submit your slides to SRR at least one (1) day in advance of your scheduled session. Early presentation submittal is vital to a successful ASTMH Annual Meeting.
- **DO** arrive more than 30 minutes prior to your session time - late submissions are not guaranteed to arrive in your meeting room before your presentation!
- **DO NOT** bring your presentation directly to your meeting room!
  - Presentation slides **must** be submitted to SRR prior to your session. Please give yourself ample time to visit the Speaker Ready Room to submit your presentation slides.
- **DO** bring your presentation slides to the Speaker Ready Room on a USB storage device (flash drive, hard drive, etc.) if possible. Alternate submission options will be provided if necessary.
- **DO** bring all content/media associated with your presentation on the same USB storage device as your presentation. Media content includes pictures, audio files, videos, fonts, etc.
  - **DO** let the Speaker Ready Room staff know if your presentation includes any media content.
- **DO** create a backup copy of your presentation and media content using a secondary USB storage device, cloud storage (Dropbox, Google Drive, Microsoft OneDrive, etc.), or simply email the presentation to yourself – your inbox is a quick and simple way to store small files such as a PowerPoint presentation!

**\*\*\* See next page for information about Presentation Formatting \*\*\***

## Presentation Formatting

### Aspect ratios

- All presentation slides should be created with a Widescreen 16:9 aspect ratio. All PowerPoint versions 2013 or later will automatically create slides with a 16:9 aspect ratio.
- Slide presentations using a 4:3 aspect ratio will display correctly, but black frames will appear on the sides of the screen. Please note 4:3 aspect ratios are largely outdated and should be avoided whenever possible.
- Instructions for how to confirm or change PowerPoint's aspect ratio can be found [here](#).

### Microsoft Powerpoint Formatting

- Powerpoint presentation slides should be saved in either ".ppt" or ".pptx" formats. Both are acceptable.

### Macintosh/Apple Keynote Formatting

- Apple Keynote presentations will not be accepted and must be converted to ".pptx" format.
- Keynote presentations converted to Powerpoint presentations do not always convert properly. Converted Powerpoint presentations should be reviewed for accuracy and formatting prior to submission to the AV team in SRR.

### Embedded Content and Hyperlinks

- All media content such as video or audio files **must** be embedded into the Powerpoint presentation. Hyperlinks within a presentation that lead to internet websites such as YouTube will not be accepted.
- Embedded videos should be saved as ".mp4," ".wmv," or ".mov" formats.
- Embedded audio files should be saved as ".mp3" or ".wav" formats.
  - ".aiff" audio files are not acceptable

## Meeting Rooms

- All meeting rooms will be supplied with Windows computers (Windows 10 and the latest version of Microsoft PowerPoint), projectors, projection screens, microphones, a laser pointer, a slide advancer, and a confidence monitor (55" TV in front of the stage mirroring projector screens).
- All presentations will be operated from a Windows computer located at the tech table. **Note that the AV team will not be able to connect any presenters' computers to the video system.**

## Slide Content

ASTMH is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide Continuing Medical Education (CME) credit for physicians. ACCME guidelines prohibit the use of marketing elements of a commercial interest (now called "ineligible company") in slide content, such as corporate or product logos, trade names or product group messages. The ACCME defines an ineligible company as one whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

## Early Presentation Submission

ASTMH is pleased to once again offer a secure website, the "Speaker Presentation Portal," for early presentation submission. Both the ASTMH and AV teams highly recommend utilizing the Speaker Presentation Portal when possible. A separate email with instructions for the Speaker Presentation Portal will be distributed to all presenters late September.

## Additional Assistance

For any presentation technical issues or questions, contact the Image AV team at [presentations@imageav.com](mailto:presentations@imageav.com). When contacting the Image AV team, provide as many details as possible such as your name, session title, session number, session date and time, etc.