Audio-Visual Instructions for In-Person Presentations

If you are attending the 2022 Annual Meeting in person at the Seattle Convention Center in Seattle, Washington, follow these instructions for submitting your slides for presentation.

Important note!
The slide presentation format is Widescreen HD Format (16:9 aspect ratio).

Speaker Ready Room

The Speaker Ready Room opens on Saturday, October 29 at 1 pm.

Load your presentation in the Speaker Ready Room, located in Room 310 on the third floor of the Seattle Convention Center.

- ALL presenters MUST visit the Speaker Ready Room 24 hours prior to your presentation.
- If you are unable to meet the 24 hour timeline, visit the Speaker Ready Room on the morning of your presentation as early as possible.
- Bring your presentation on a USB flash drive or USB hard drive.
- Bring all files associated with your presentation, i.e. videos, pictures, fonts on the same storage device as your presentation.
- Do not bring your presentation for upload in the session meeting room; upload must take place in the Speaker Ready Room.
- In rare instances, flash drives or portable hard disks may fail or become corrupt. It is advised to make a backup copy of your presentation and media files on some type of online cloud storage such as one of the following: Google Drive, DropBox, Microsoft One Drive, Box.com, etc. It is always better to have multiple backups of your files. If you do not have access to online cloud storage and your presentation is small enough in file size, you can email your presentation media files to yourself as a backup.

Audio-visual staff will be available in the Speaker Ready Room to answer questions about the slide presentation format or to assist in converting presentations to the widescreen 16:9 format.

Presentation Format

Slide format for all presentations is widescreen 16:9 aspect ratio.

Please note that slide presentations using the 4:3 aspect ratio will display correctly, but black frames will appear on the sides of the screen.

An instructional video for PowerPoint 2007/2010 users to convert to 16:9 aspect ratio is available here: https://www.youtube.com/watch?v=COJz6f-Y6ds

PowerPoint 2013/2016 defaults to 16:9 aspect ratio natively.

Presentation Format (continued)

Microsoft Users
When creating your presentation, save it in the .pptx format.

Mac Keynote Users
Save presentations in the .pptx format.

Embedded Video and Audio
- Save embedded video in mp4 or .wmv format. Quicktime .mov will not be compatible
- Save embedded audio in mp3 or .wav format

If your presentation includes embedded video or audio, it is imperative that you visit the Speaker Ready Room in advance of your presentation to ensure compatibility with meeting equipment. You must also speak with the AV tech in the session room prior to the start of your session to ensure that your video will run correctly.

Meeting Rooms

- All meeting rooms will be equipped with one Windows 10 computer and the most current version of PowerPoint, screen, LCD projector, microphone and laser pointer.
- You will not be permitted to connect your own computer to the LCD projector.
- Your presentation will be run from the AV technician's PC-based computer.
- Please inform your meeting room AV technician of any special needs, i.e. video playback or audio playback in your presentation.

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.

Speaker Presentation Portal to Pre-Submit Your Slides

ASTMH will offer a secure website for upload of your slides for your in-person presentation with a limit of 1GB storage. We strongly encourage you to make use of this resource. This will allow you to immediately preview your presentation in the Speaker Ready Room without having to load it onto the computer. It will also streamline the slide submission process.

If you upload to the Speaker Presentation Portal prior to your arrival in Seattle, you are still required to bring your presentation and associated files to the Annual Meeting on a USB storage device as a back-up.

An email will be sent to speakers in October with instructions to use the Speaker Presentation Portal to pre-submit your slides before your arrival in Seattle.

Additional Assistance

If you have trouble converting your PowerPoint file to the widescreen 16:9 format and need assistance, contact the audio-visual team (Justyn Poore or Dave Kreutz) for the ASTMH Annual Meeting:

Justyn Poore, Image Audiovisuals   Dave Kreutz, Image Audiovisuals
jpoore@imageav.com   dkreutz@imageav.com

When communicating with Justyn Poore and Dave Kreutz, indicate that you are a speaker for the ASTMH Annual Meeting and provide as many details as possible in your message.