



Audio-Visual Instructions for Remote-Zoom Presentations in Livestream Sessions

If you are presenting during a Livestream Session and you are NOT attending the ASTMH 2022 Annual Meeting in person in Seattle, Washington, follow these instructions to prepare your slides for presentation.

Important note!

- The slide presentation format needs to be Widescreen HD Format (16:9 aspect ratio).

Slide Submission Deadline – Wednesday, October 12

- Your slides for the Remote-Zoom presentation are due to the Speaker Presentation Portal by Wednesday, October 12.
- If your slides are not submitted by Wednesday, October 12, we assume you are making an in-person presentation at the Seattle Convention Center in Seattle, Washington.

Presentation Format

- The 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.
- **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

Submit Your Slides to the Speaker Presentation Portal by Wednesday, October 12

An email will be sent to speakers of Livestream Sessions during the week of October 3 with the following information:

- Instructions and link to upload PowerPoint slides for your Remote-Zoom presentation
- The instructions and link will be sent to the email address provided for each speaker during the abstract/symposium submission process. Incorrect email addresses provided during the abstract/symposium submission process could result in delayed or undeliverable notifications.

How will I make my Remote-Zoom presentation on the day of my session?

In early October, we will send you detailed instructions about making a Remote-Zoom presentation on the day of your session.

- Speakers who are unable to attend the meeting in person will be sent a Calendar Invite with a Zoom link approximately one week before the Annual Meeting.
- Remote-Zoom speakers will dial into the Zoom call approximately 15-30 minutes before the session begins.

Who will control my slides during my Remote-Zoom presentation?

- Your PowerPoint slides will be run from the PC-based computer of the audio-visual technician stationed in the meeting room in Seattle. The audio-visual technician will be equipped with one Windows 10 computer and the most current version of PowerPoint.
- For your Remote-Zoom presentation, the slides will be loaded onto the presentation screen by the audio-visual technician stationed in the meeting room in Seattle, but you will have the ability to control your own slides.

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.

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
jpoore@imageav.com

Dave Kreutz, Image Audiovisuals
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.