

Podium (Abstract + Case) Presentation Guidelines

REQUIRED

1. [Disclosure slide](#) shown for three seconds minimum after title slide – a verbal disclosure should accompany the visual. No commercial logos are allowed on any educational content.
2. Last slide of your presentation should be the “take home message.”
3. Slides formatted in [Widescreen \(16:9\)](#).
4. All presentations must be uploaded to the central computer system. Personal laptops are not allowed.

Upload your presentation prior to the meeting at: <https://ctitech.click/d2ef8b7>

The onsite Speaker Ready Area is in the Salerno Room:

Hours of Operation:

Tuesday, May 13	3:00 PM-6:00 PM
Wednesday, May 14	7:00 AM-4:00 PM
Thursday, May 15	7:00 AM-10:00 AM
Friday, May 16	7:00 AM-4:00 PM

Onsite Audiovisual Setup

- Report to the Speaker Ready Room as early as possible to confirm your presentation is uploaded and correctly working. New podium uploads should be complete at least 24 hours before the live presentation.
 - Bring a backup copy of your presentation on a USB or your laptop.
- Session rooms will be equipped with a computer at the podium connected to the central computer system that houses all meeting presentations, presentation screen, laser/mouse pointer, microphones, and presenter view enabled.

Slide Preparation Tips

- Presentations should be compatible with PowerPoint 2016 and Windows 10.
- Confirm your presentation slide size is [widescreen \(16:9\)](#). Use at least a 28-point font in a sans serif such as Helvetica or Arial. Use a color or bold font to emphasize text, but avoid using a red and green font to increase your message’s accessibility.
- Keep it simple but not simplistic. Limit message to seven lines or less per slide, with no more than seven words per line.
- Use images, video, or audio to summarize and communicate data more efficiently and interestingly.

Uploading Your Presentation

1. Login at <https://ctitech.click/d2ef8b7>



encore™

1920 px wide / 90 px tall
Presenter Portal Header Image

First Time Logging In: To create your account password, please choose the **"Forgot your password?"** link below. Enter your email address to verify your identity and create your account password. Once you have created your password, return to this site and enter your Username (email address) and Password to access the upload portal.

Returning Users: Enter your Username (email address) and Password to access the upload portal. If you forgot your password, you may use the **"Forgot your password?"** link below.

In order to upload your presentation, we recommend you use Google Chrome, Firefox (Mac/PC), or Safari as your browser.

Need Help? Please contact c1@encoresupport.com.

Sign in

Username
jball@psav.com

Password

Sign in

[Forgot your password?](#)

- First time users: click **"Forgot your password?"** and enter your username/the email address that received the invitation to upload.
 - An automated email will be sent to you with a link to set your password. Follow that link, enter your new password and confirm, then click **"Save and Continue."**
 - Click the link on the page or the URL listed above to return to the login page. Enter your username and password then click **"Sign in."**
2. Once logged in, click the **"Presentations"** tab.
 3. Find the presentation you wish to upload, click the **"Expand/Collapse Uploads"** button to begin the upload process.



encore™

1920 px wide / 90 px tall
Presenter Portal Header Image

Your Name



Home Meeting Information **Presentations** Tasks 3 Session Organizer Vanessa Brewster

Please click on the **"Upload"** button below to upload your slides for each presentation. If the upload is successful, the status will indicate either **"Processing"** or **"Complete."** This means Encore has received your files. If you need to replace your presentation file, please Delete your current upload first by using the Trashcan icon.

SHOW ALL ONLY INCOMPLETE

Friday, December 30

Welcome Day 1
Session: GS1 - Plenary 1 Day 1
Location: Ballroom
Session Start/End: 07:00 - 07:14

File uploads
Presentation File: PowerPoint(.pptx) or Adobe Acrobat(.pdf) Upload
✓ Complete PDF Test Upload File.pdf 733KB

Video Presentation (.mp4) Upload
✓ Complete Test Video of the Cave.mp4 82701KB

Poster 4
Session: P4 - Poster 4
Location: Poster Hall
Session Start/End: 07:00 - 11:59

File uploads
Presentation File: PowerPoint(.pptx) or Adobe Acrobat(.pdf) Upload

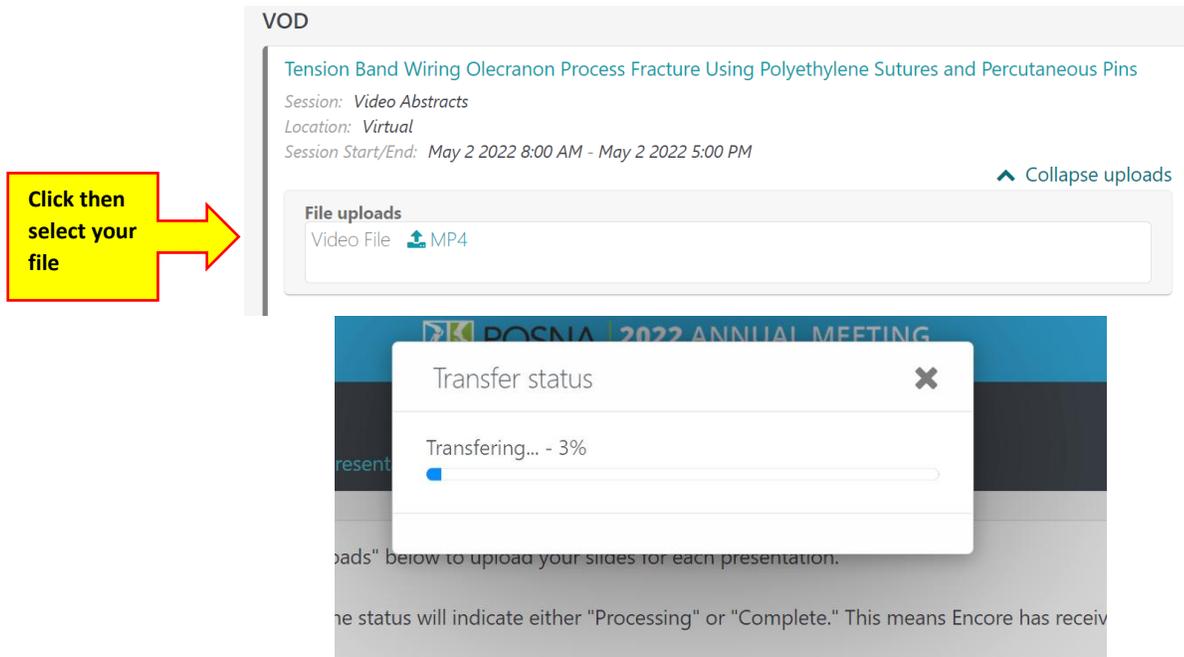
Upload Support
For uploading issues, contact c1support@encoreglobal.com

Program Questions & Change Requests
For program issues, contact c1@encoresupport.com

Resources
[How to save .KEY files in .PPTX format.](#)
[How to save .PPT files in .PPTX format.](#)

Speaker Ready Room Info
Venue Name, Room Name.
Friday, December 30th 6:30 AM - 6:30 PM
Saturday, December 31st 6:30 AM - 6:30 PM

4. Click the button labeled with the acceptable file type(s) to open your file browser and locate your presentation file on your computer. Once selected, click "Open" to upload the file. This will then show a progress bar. Do not close your browser until the files have fully uploaded.



5. Only one file may be uploaded at a time. If you have any additional files to upload for the same presentation, you can click the upload button again to select another file.
6. To download previously uploaded files, click the "Expand Uploads" button for a previously uploaded presentation, then click the icon of a blue arrow pointing down to a hard drive on the right to download the file.
7. If you need to upload additional files for a presentation or replace an older version of a file, click the "Expand Uploads" button for that presentation then the red trashcan icon to remove the old file or the upload button to upload a new file.
8. When you are done, click your name in the upper right corner of the page then choose "Logout" from the menu to logout.

Questions?

If you have technical questions, please email Encore Customer Support at c1@encoresupport.com.
For other inquiries, contact the POSNA office (630) 478-0480 or email Lily at atonio@posna.org.