Podium (Abstract + Case) Presentation Guidelines

<u>**REQUIRED**</u>

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:

<u>Hours of Operation:</u>

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

<u>**Onsite Audiovisual Setup**</u>

- Report to the Speaker Ready Room as early as possible to confirm your presentation is uploaded and correctly working. <u>New podium uploads should be complete at least 24 hours **before** the live presentation</u>.
    o 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.

<u>**Slide Preparation Tips**</u>

- 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

- 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.

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.
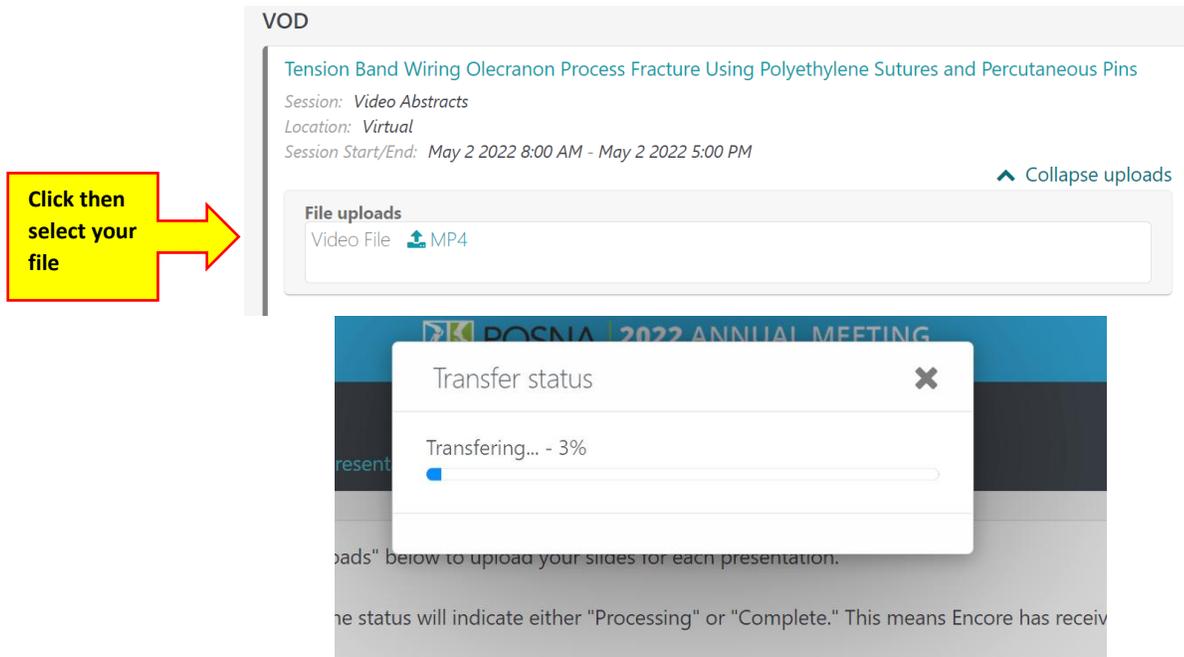
5. Only one file may be uploaded at a time. If you have any additional files to upload for the same presentation, you can click the upload button again to select another file.
6. To download previously uploaded files, click the "Expand Uploads" button for a previously uploaded presentation, then click 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.