

Guidelines for STS Annual Meeting Presentations

Preparing Your Presentation

Computer Equipment: The screen ratio in ALL session rooms is 16:9 (wide screen).

The Speaker Ready Room (Rooms 317-318 on Level 3 of the Greater Fort Lauderdale/Broward County Convention Center) and all meeting rooms will be equipped with a Windows 7 based PCs with Microsoft PowerPoint 2013 installed.

Prior to the start of the meeting, speakers will receive an email from FREEMAN AV that will provide login instructions to submit their presentations online. **The following presentation file types are acceptable for ONLINE submission;**

- Microsoft Office PowerPoint (.ppt), (.pptx)
- Adobe Acrobat (.pdf)

Apple/Mac Users: Speakers creating presentations using Apple Keynote (.key) will need to convert their files to PowerPoint format or QuickTime Movie format.

List of Preferred Media (Video/Audio) Formats:

AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith.

Note larger videos will take longer to load. If you are a presenter for any of the following sessions, please be sure to upload your video in advance of the Annual Meeting:

"My Tube" Adult Cardiac How-To Video Session

How-To Video Session: Technical Tips to Avoid Pitfalls and Simplify Congenital and Pediatric Cardiac Surgical Procedures

How-To Video Session: Tips and Tricks to Maximize Efficiency in Minimally Invasive General Thoracic Surgery

Microsoft PowerPoint Tips:

Fonts:

- Arial and Helvetica are recommended for clarity and compatibility.
- Confirm a font size of AT LEAST 24 points for body text and 36 – 40 points for headings.
- Light colored text on a dark background is advised. Avoid using red or green.
- Confirm that the maximum number of lines in text slides is no more than 6 or 7.

Images/Videos:

- PowerPoint embeds image files directly into the file when you save them, while video files are not embedded. Only a link is made to the video file. Copy the video clips you want to insert into the same folder as the PowerPoint file. This will eliminate the problem of PowerPoint losing the link to the file. Be certain to bring the video files and the PowerPoint files to the meeting.
- PowerPoint 2010-2013 will embed the image files and video files but they MUST be saved with a .pptx extension.
- It is recommended that images within your presentation have the following properties:
 - Format = .jpg
 - Recommended Size = 800x600 pixels
 - Compression Setting = 8 (High Quality)
- Use the "Insert" feature of PowerPoint to add images to your presentations. Do not copy/paste them into the slide or click and drag.

Submitting Your Presentation

Advance Submission: Prior to the start of the meeting, speakers will receive an email from FREEMAN AV that will provide login instructions to submit their presentations online. Please make sure to upload all media files required for your presentation. Any necessary video or audio files not included in your online upload folder along with your PowerPoint, will cause your presentation to fail in the meeting room. Please see the list of preferred media formats in the “Preparing Your Presentation” section on Page 1. Speakers who submit in advance will have a faster check in at the Speaker Ready Room. Although submitting in advance may not be required, it is strongly encouraged.

Commercial Relationships: A system-generated disclosure slide will be displayed immediately prior to your presentation, based on information you provided with your acceptance. To ensure the most up-to-date disclosure information is listed, please review your disclosure information while uploading your presentation. Should you need to edit your disclosures, please contact education@sts.org.

Speaker Ready Room: All speakers must check in at the Speaker Ready Room, Rooms 317-318 on Level 3 of the Greater Fort Lauderdale/Broward County Convention Center, preferably the day before your session to preview your presentation. If you are checking in on the day of your session, please come at least 4 hours prior to the start of your session. FREEMAN AV technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation and your disclosure information as necessary. **If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. DO NOT bring a laptop or other media device to the session room.**

Bring a Backup: Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies. USB/Flash drives are preferred.

The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

During Your Presentation: Each meeting room will be staffed with a FREEMAN AV technician who will assist with starting each presentation from a laptop in the back of the room. Once the presentation is launched, the speaker will control the program from the podium using a computer mouse. Please bring any presentation notes to the podium with you, as PowerPoint's Presenter View will not be available.

Audio Visual Equipment: Your meeting room will have a projector and screen to display your presentation to the audience, a slide advancer or mouse at the podium, a confidence monitor in front of the stage showing your slides, audio capabilities to play sound if needed, and will also be equipped with a podium microphone, head table & floor microphones, and laser pointer. **Verification of proper performance in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation.** Please note that Internet access will **not** be available during your presentation. This means that if you have links in your presentation that lead to a website or a YouTube video, they will not work. If you have any questions or concerns about the resources available to you in the meeting room, please contact education@sts.org.

Additional Information

Security: Speakers are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.

Recording devices such as cameras are not permitted in the Speaker Ready Room or meeting rooms.

STS retains rights to all presentations, and any copies left on meeting computers are deleted or destroyed.

Converting 4:3 Presentations to 16:9

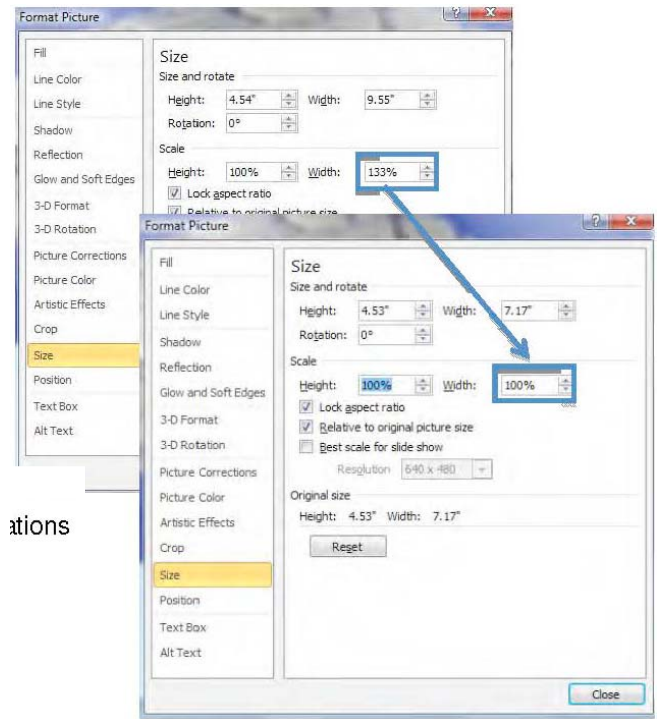
New this year, all session rooms will be equipped with 16:9 screens (*wide screens*). Please use the following steps to create or update your PowerPoint file using the 16:9 aspect ratio. Note that if you are using Microsoft PowerPoint 2013 or later, your software will default to 16:9.

Step 1: Make a 16:9 Aspect Ratio file

To change an existing 4:3 presentation into a 16:9 widescreen format, on the "Design" tab in PowerPoint 2010 and 2007, click on "Page Setup". In the drop down box, select "On-Screen Show (16:9)" and click "OK." If you are using Office 2003, click "File" and select "Page Setup" and then enter in "10" in the first field and "5.63" in the second field and click "OK." If you make this change on an existing presentation, your slides will expand to the new size. If you have any videos or photos in an existing PowerPoint, they might need to be resized so they do not appear stretched. Check animations to ensure the elements line up correctly.

Step 2: Fix Images that are stretched

1. After Converting to widescreen, you'll see that all pictures will be stretched.
2. Right-click on an image, then select "Size and Position," or "Format Picture" then "Size."
3. Make sure "Lock Aspect Ratio" box is checked.
4. Notice that the height and width percentages are not equal, which causes the stretch.
5. Click the "Height" up arrow once, then the down arrow once. You'll see the height and width percentages become equal. Leave the Size and Position box open so it's handy for the next picture.
6. Reposition image if desired.
7. Go to the next image, left-click the next image, and repeat the "Height" up arrow then down arrow to fix images. If you closed the Size and Position box, repeat from step 2.
8. If you added drawings or shapes (e.g. pointer arrows) on top of your image, before you do any size changes, select the entire drawing, then change the height. You may still need to manually move arrows and text to their correct locations relative to the resized image.



FREEMAN Contact Information:

For questions regarding the online submission website, please email: PresentationManagement@freemanco.com and reference your meeting name (STS 2018) in the subject of the email.

STS Education Information:

For questions, please email: Education@sts.org or call 312-202-5800.