

## GCMAS 2009 Audio Visual Oral Lecture Presentation Instructions

### Technical Points:

- You will be using conference computers to present your presentation.
- Conference computer platform: **Microsoft XP**. Software: **PowerPoint version 2007**. *Conference computers are PC (not Apple). If you have prepared your presentation on an Apple computer, test your presentation on a PC prior to meeting date. Do not include any logos or trademarks. All presentations must be free of commercial influence.*
- PowerPoint digital presentations will be projected on two screens. **Screen (4:3 ratio)**... *Please format accordingly*. Screen size will be approximately 9ft x 12ft.
- **Slide presentations (35mm) will not be available at the conference.**
- We will load your presentation on our conference computer in advance to ensure a smooth transition between presentations. A networked backup computer also loaded with the presentations will be in the back of the meeting room.

### Timing of Presentations:

***Presentations are only 7 minutes this year, so we need to have everything lined up ahead of time to keep things moving.*** We encourage you to respect the moderators, the audience, and your fellow presenters by keeping in time. Please hold also in mind that by not staying within the time limits you are shortening your own discussion time and losing the opportunity to get feedback from your colleagues. After each presentation, **3 minutes are reserved for discussion** with the audience. The discussion will be moderated by one of the chairpersons of that session. Green, yellow and red timing lights will be on the podium to aid you with the pace of your presentation

### Speaker Ready Room

Speaker ready room will provide a laptop and projector for presentation "reviewing" the night before (up to 7:00 p.m) your presentation day. If you must make last-minute tweaks, please do so at this time. No changes will be accepted to load before the session in which you present. If you need to rehearse your presentation in the speaker ready room please do so at least one day prior to your presentation. SR Room will first open at 2:00 Tuesday Mar 13.

### Arrival Time Before Presentation

**All speakers must arrive at least 15 minutes before the start of their session**, to check that your presentation on the conference computer and to introduce yourself to the session moderators. If the session is preceded by a keynote lecture, then this must occur before the keynote

### Naming and Submitting Presentation to Conference Organizers

***Please name your file with the following information: 1) session number 2) presentation number within session, 3) your last name and 4) any other text (e.g., For example P2\_Presentation 2\_Kaat\_D Efficacy of Bot. Toxin.ppt\_). Use "T" for Tutorial, "RS" "TS" or "CS" for research, tech. and clinical symposia, and KN1, KN2, KN3 for keynotes. The number of your podium presentation, can be found on the schedule link on this website. This will ensure that your slides come up at your presentation.***

File names such as "GCMAS2009.ppt" or "Stiff Knee.ppt" should not be used. We will transfer your presentation to our conference laptop and review prior to meeting. If any problems occur, we will contact you.

### Audio and Visual Files

***When you use video files as part of your PowerPoint presentation***

When you use **video files** as part of your PowerPoint presentation, please create a **folder** with the same name as your presentation (i.e. A2\_Ounpuu\_Gait Analysis in CP) which holds the PowerPoint file as well as all video files that are used. Please make sure that there are no extraneous PowerPoint files in that folder as the audio visual person may present the wrong one by mistake make sure that videos are properly included and linked (a good approach is to use the "package for CD" function in PowerPoint) and that the videos show properly when projected. It is the responsibility of the speaker to ensure that presentations that include videos run correctly.

## **Due Dates and Submission Contacts**

*To assure pre-loading of your presentation and to have time to review as part of CME requirements, we must have your presentation prior to Monday, March 2, 2009.*

You may e-mail your presentation to: [blake.humphrey@ucdenver.edu](mailto:blake.humphrey@ucdenver.edu)

Or, prepare a CD copy of your PowerPoint presentation and send to address below **Note: This also must arrive prior to Monday, March 2, 2009. If you have any animation, audio or video, make sure you include these files on your CD.**

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## **Special Requests**

Any special request not addressed in this document should be brought to the conference administrator attention *as soon as possible*.

If you have any questions, please feel free to contact [blake.humphrey@ucdenver.edu](mailto:blake.humphrey@ucdenver.edu).