THANK YOU

We appreciate you agreeing to share your expertise at the 2019 Annual Meeting.

We would like to share with you a few guidelines as you prepare your presentation.
Remember that your audience wants you to share your knowledge and experience.

Professionals, managers, educators and students make up the meeting attendees.

Most attendees understand the basics of the topic but are less likely to be an expert.

Target your presentation to the audience’s level of understanding.
SESSION TYPES
KEYNOTE SESSIONS

Content leader driven session
Subject matter is common interest for all attendees

Large auditorium seating, approximately 700 attendees

Microphone, projector, lectern, podium and laptop computer provided. There is also dedicated AV Support, Aisle Microphones for Q&A and a speaker confidence monitor.
CONCURRENT SESSIONS

- Classroom & theatre setup; approximately 50-100 attendees
- Content leader driven session
- Either a 60- or 90-minute presentation; 10 minutes Q&A if time allows
- Microphone, projector, lectern and laptop computer provided
PRESENTATION
FONT, COLOR & THEME

- Use font sizes greater than 20 to ensure the audience can read your presentation.
- Use colors sparingly for more effect and to avoid overwhelming the audience.
- Colors may appear differently when projected. Test your presentation using a projector.
OBJECTIVES

Your objectives should have been submitted with your online Presenter Agreement form.

Be sure to include a slide listing the objectives for your presentation at the beginning.

For a 60 minutes presentation, 3 objectives are recommended.

If you need a copy of the objectives that were submitted, please contact us.
Don’t fall into the trap of using too much text. Use your presentation as an overview, not as a complete statement.

Bullet points, abbreviated statements, graphics, photographs and media clips will allow the attendee to listen to your presentation vs. concentrating on reading the slides.
Presentations must cover the subject requested. Please limit your total slide number to 50.

Make sure you can discuss the points shown on the slides in the time allotted for your presentation.

All presentations will include a brief speaker introduction and a Q&A period following the presentation if time allows.
THE USE OF COMPANY LOGOS

Company logos can be used throughout the presentation but must not be prominent.

Commercial bias is forbidden, so please make sure your presentation is not a sales pitch. Every effort should be made to present all technologies and products available.
THE USE OF MEDIA CLIPS

If media clips are embedded in your presentation, please contact us prior to the meeting so we can ensure the proper equipment is available.

Internet access is not guaranteed in each meeting room. If required, please be sure to provide your own mobile Wi-Fi hotspot.

Having a downloaded copy of the media clip saved to a flash drive is highly encouraged.
Make sure you optimize image size used to keep the file size of the PowerPoint presentation reasonable.

Typically an image of 800 pixels in width (about 8”) is the optimum file size.

Do not cut and paste images into your presentation. Go to the insert tab and select the picture icon to add them so your file size doesn’t become too large.
We encourage all speakers to interact with our attendees. Examples of tools are listed. ASCLS & AGT do not endorse any of the products below.

Live polls:
- Poll Everywhere - https://www.polleverywhere.com/
- Polltab - http://www.polltab.com/
- Participoll - http://www.participoll.com/

Live Q & A and polls
- Sli.do - https://www.sli.do/
- Glisser - http://glisser.com/
Speakers must submit PowerPoint presentations and handouts.

Presentation and handouts should be uploaded to:
https://www.ascls.org/annual-meeting-speaker-presentation-materials

Deadline: May 20, 2019
Handouts will be uploaded to our website and meeting app for attendees.

**Handout Guidelines:**

- Maximum of sixty (60) slides for a 60 minute session when using PowerPoint.
- Please note there is only ONE posting per session, no matter how many presenters or panelists. Therefore, if you are presenting with one or more speakers, please coordinate your handout.
- Handout material must be provided in an electronic file form which is reproducible in legible black and white, (preferably PowerPoint, or pdf with 6 slides per page).
- Please make sure your handout slides are on a WHITE background.
- Please label the file as follows: “LastName.FirstName.SessionTitle”.
- Handouts must include the published title of the session and objectives, as well as the presenter’s name(s) and professional affiliation(s). There will be no provision for producing paper handouts on site.
Before reporting to your presentation room, please check in at the registration desk at least 45 minutes prior to the start of your presentation.

Room assignments will be available via the Annual Meeting website or the meeting app.
A session moderator will be assigned to your presentation.

The moderator will introduce you as the speaker and will facilitate the Q & A session to follow the presentation.

If you experience any difficulties, please report them to the moderator.
QUESTIONS?

Contact Pam Magnani @ speakers@ascls.org

Thank you for presenting at the 2019 Annual Meeting!