

GUIDELINES FOR PREPARING AND DELIVERING ELECTRONIC PRESENTATIONS

If you submit your presentation to ASCO via Faculty Headquarters Website:

Your presentation will be pre-loaded into the computer network system on site in Chicago. However, you will be asked to review your presentation onsite to ensure the slides are as you would like them. A back-up disk is recommended.

If you DO NOT submit your presentation to ASCO:

We highly recommend that you bring your Power Point file to the Faculty Registration and Ready Room the **day prior to your session**. If you do not bring your electronic file to the Faculty Ready room **AT LEAST 2 hours prior** to the start of your session, the risk for A/V problems is significant. Please bring your electronic presentation(s) in one of the following formats: Zip disk, CD-ROM, or USB flash drive. A back-up disk is also recommended.

ASCO Annual Meeting will feature a networked presentation submission system. The tips below will help ensure that little, if any, editing will need to be done on-site, allowing you to quickly review your presentation and then attend other meetings in progress. The tips below are for both Windows and Mac users. As all the provided computers will be PCs, Mac users should additionally review [Considerations for Mac Users](#) at the bottom of this document.

Building Your Presentation

Movies: Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as **MPGs, WMVs**, or with the following **AVI** codecs: **MPEG-4** (Divx or Xvid), **Indeo**, **Cinepack**, or **Techsmith**.

Flash content (**SWF**) is fully supported.

Apple Quicktime formats such as **MOV, QT, MP4, or DV** files are **NOT** supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in [Considerations for Mac Users](#).

Note: It is important your movies do not completely fill the screen. In the meeting room you will only have a mouse to advance your slides. You can only advance your PowerPoint by clicking on the slide, not the movie itself.

DVDs: If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

Fonts: We only supply fonts that are included with Office 2007. If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: <http://support.microsoft.com/kb/826832/en-us>

Before you Depart

Advance Submission: You may currently submit your presentation via the internet on the Faculty and Presenter Headquarters' Website.

Multiple Presenters: Please do not combine multiple presenters' PowerPoints into one file and then submit under one name. Our system manages presenters individually and any co-presenter will not be able to logon to edit the combined presentation.

Backup: Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. PowerPoint does **NOT** embed movies. They must all be placed in the same folder as your PowerPoint.

At the Meeting

Faculty and Presenter Ready Room: Speakers should review their presentation in the Faculty and Presenter Ready Room no later than **2 hours** prior to their scheduled presentation. The Faculty and Presenter Ready Room will be staffed with technicians that can assist with any compatibility or formatting issues.

Upon logging into the system, confirm the date, time, and room for your session(s). If there are any discrepancies, please ask for assistance.

Use the mouse to advance your slides instead of the keyboard. Only a mouse is provided at the podium to advance your presentation. Left click advances the slides; right click goes back.

In the Meeting Room

Please arrive at your session meeting room at least **15 minutes** before the start of your session. Take time to familiarize yourself with the setup at the lectern. Located in front of you is a monitor where you can follow your presentation. Simply click your session time, then click your name on the display, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters in that session.

Speak directly into the microphone in a normal voice, and do not handle the microphone while speaking.

If you have any difficulties or need any assistance, click the HELP button and a technician will be immediately sent to your room.

By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email support@sessionupload.com.

Considerations for Mac Users

Pictures: If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible.

Movies: Quicktime Pro 7 can natively export MOV, DV, QT, or MP4 files as Windows compatible WMV files under 30 seconds in length. There are add on products to Quicktime that will allow for converting longer files.

If you cannot convert the files or have a considerable number of files, please check with Gordon Johnson gordon.johnson@freemanco.com in the Faculty and Presenter Ready Room (N426) who can make arrangements to convert the videos, or, at ASCO's discretion, confirm you will be allowed to present off your own Macbook. Please have an appropriate video adapter for an SVGA connection.

Keynote Users: Please export your presentation as a PowerPoint or Adobe Acrobat file. At ASCO's discretion, you may be able to use your own Macbook if the export is unsatisfactory.