Vascular Annual Meeting
June 15-18, 2022
Hynes Convention Center
Boston, MA

Issues/Questions/Concerns: Contact vameducation@vascularsociety.org

Podium Presenter Resources

Thank you for participating in the 2022 Society for Vascular Surgery Vascular Annual Meeting (VAM).
This document provides information about your participation at the VAM as a Podium Presenter (Speaker and Moderators).

Moderator Guidelines

General
- Before the meeting:
  - All moderators, speakers, and poster presenters are required to be in-person at the meeting.
  - Please communicate often with your speakers, stressing the importance of adhering to deadlines for tasks associated with their presentations.
- Onsite:
  - Arrive to your program room on-site in Boston **at least 30 minutes prior to your session**.
  - Visit the AV table and check in with the technician who will help you with any audio visual needs associated with your session.

Speaker Guidelines
All speakers must check in at the Speaker Ready Room, preferably the day before your lecture (at min 2 hours before your session begins), to submit and preview your slides.

Speaker Ready Room - Hynes Convention Center, Room 300

Tuesday	June 14	3:00 pm - 6:00 pm
Wednesday	June 15	6:00 am - 6:30 pm
Thursday	June 16	6:00 am - 5:30 pm
Friday	June 17	6:00 am - 5:00 pm
Saturday	June 18	6:00 am - 5:00 pm

Requirements at the Speaker Ready Room
All speakers must check in at the Speaker Ready Room. **You must bring your final slides in PowerPoint (PPTX) format on a flash drive.** Any slides submitted prior to the meeting were for content validation purposes only, and are not available in the on-site presentation system.

Note: Internet access is **NOT** available in the Speaker Ready Room. If your presentation resides in the cloud, email or on your phone, download and save it to a flash drive before coming to the Speaker Ready Room.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. When you are satisfied with the presentation, the file will then be transferred to the on-site computer network.

How it works in the session rooms

Most presentation rooms will be staffed with an audiovisual (AV) person, who will assist in starting each presentation. Once the presentation is launched, the speaker will control the program from the podium using a mouse or the up/down/right/left keys on a keyboard. **Internet access will NOT be available on the presentation laptops.**

Format Guidelines

We are currently using PowerPoint 2019 on our computers. This version will accept files created in earlier versions of the software. Presentations created in Keynote, Prezi, or other presentation software will not be accepted. We will accept your presentation on a USB flash drive, CD-ROM, or an external hard drive.

Before you arrive

Make sure your slides are in widescreen format (Design/Slide Size/Widescreen 16:9), with a width of 13.33-inches and a height of 7.5-inches. Our PCs have only default Windows fonts installed. Please review your presentation in the Speaker Ready Room to ensure your slides are projecting correctly.

Widescreen 16:9 presentations will completely fill the projection screens, as shown here:

If you wish to use the standard 4:3 slide size, you may do so, but please note how your slide will appear on our widescreen projection screens – left and right sides of the screen will be blank:

If you wish to convert your 4:3 presentation to widescreen, do so before arriving at the event, as each presentation is unique and some of your images or text boxes may change sizes or become distorted in the widescreen format.

You will **<u>NOT</u>** have access to "speaker notes" (Presenter View) in your session room – please bring a hardcopy of your notes, if needed.

Embedded videos

Inform the technicians in the Speaker Ready Room of any embedded videos in your PowerPoint presentation. This will allow the AV techs to edit and/or re-import the video file to ensure your presentation runs smoothly.

Plenary session video presenters

Video segments may be submitted on USB flash drive, CD-ROM, or an external hard drive. Formats accepted include .MOV, .WMV or .MP4. <u>Note: It is extremely important that you specify if your video will/will not include sound.</u>

For Mac/Keynote Users

Keynote cannot be played back on a PC. We recommend you export your presentation as a PowerPoint file.

When saving your presentation, DO NOT select "PowerPoint 97-2004 Presentation (.ppt)". This will change your embedded videos to pictures, and your file will not work. Saving as a regular PowerPoint .pptx file is the best method. Be sure to review your presentation in the Speaker Ready Room to ensure that fonts, charts, and tables appear correctly.

Important Reminders:

- There are no Internet connections at the podium for speaker's laptops.
- Include a disclosure slide, which should follow the title slide. This slide should contain text about relationships and affiliations disclosed in your conflict-of-interest information.
- Presenter View/Presenter Notes will NOT be available on the presentation laptops. Please bring a printed copy of your notes if needed.
- Note: all VAM attendees, exhibitors, staff, and suppliers are required to provide proof of vaccination OR a negative COVID-19 test (within 72 hours of travel) and a photo ID prior to being issued a meeting badge.
- Presenters hereby grant permission to allow the text and images of their presentation to be posted on the SVS website after the meeting. Presenters will have the opportunity to delete or provide replacement slides (if necessary) within 7 days of the presentation. Presenters are responsible for obtaining all releases for any copyright-protected or proprietary content that is in the material being presented.