The Society for Vascular Surgery® is pleased to have your active involvement during the 2023 Vascular Annual Meeting, June 14-17. The guidelines provided here will enable our technical team to support you effectively to ensure your presentation runs smoothly.

SPEAKER READY ROOM HOURS, Gaylord National Resort & Convention Center, Ballroom Level, Chesapeake G/H

Tuesday, June 13	3:00 pm - 6:00 pm
Wednesday, June 14	6:00 am - 6:00 pm
Thursday, June 15	6:00 am - 5:30 pm
Friday, June 16	6:00 am - 5:00 pm
Saturday, June 17	6:00 am - 1:30 pm

SPEAKERS
All speakers must check in at the Speaker Ready Room, preferably the day before your session, to submit and preview your presentation. If you are checking in on the day of your session, please come by at least four hours prior to the start of your session. Presentations will not be accepted in the session rooms and must be submitted through the speaker ready room.

Please note: If your presentation is in Dropbox, Google Drive, email or on your phone, **PLEASE DOWNLOAD AND COPY IT TO A FLASH DRIVE** before coming to the Speaker Ready Room. Computers with online access will be available for you to use in the Speaker Ready Room.

HOW IT WORKS
Most presentation rooms will be staffed with an audiovisual (A/V) person, who will assist in launching each presentation. On the lectern, you will have a monitor, a mouse, and green/red (forward/back) buttons to control your presentation. "Presenter View" speaker notes will be available upon request. Please let the technician in speaker ready know you would like to see your notes. **Internet access will NOT be available on the presentation laptops in the session rooms.**

FORMAT GUIDELINES
We are currently using PowerPoint 2019 (PPTX) 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. If you do not arrive with your presentation, you will need to download it onto a flash drive before being able to check-in with our technicians.
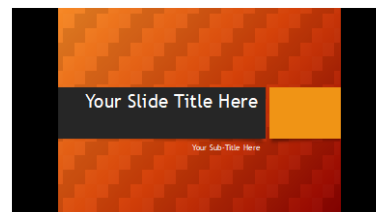
Before you arrive at the event:
Make sure your slides are in Widescreen format (Design/Slide Size/Widescreen 16:9). Our PCs have only default Windows fonts installed. Please review your presentation in Speaker Ready to ensure your slides are projecting correctly.

Widescreen 16:9 presentations will completely fill our 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:

EMBEDDED VIDEOS
It is recommended that you bring copies of all videos, even those embedded in your presentation. This will, if necessary, allow us to edit and/or re-import the video file, to ensure your presentation runs smoothly. Internet access will NOT be available on the presentation laptops in the session rooms, so links to online videos will not play.

FOR MAC/KEYNOTE USERS
Please export your presentation as a PowerPoint file (.pptx). When saving your presentation, <u>DO NOT</u> 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 connections at the podium for speaker's laptops.
- Internet access will NOT be available on the presentation laptops in the session rooms.
- Please include a Disclosure Slide - the slide following your title slide should contain text about relationships and affiliations disclosed in your conflict of interest information.

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.