Please give special attention to the following guidelines, which are intended to assist you by providing the instructions you will need to successfully deliver your presentation. The main show computer will be a PC running **MS PowerPoint 2019**; however, previous PowerPoint versions will be compatible. A data projector, screen and podium microphone will also be supplied*. Please note that your own laptop **CANNOT** be used for presentation, as doing so slows down the transition between presentations tremendously.

**IMPORTANT** – In an effort to provide the audience with enhanced viewing, we ask that all PowerPoint slides be created in a widescreen view, using a **16:9 on-screen ratio**. To make this adjustment, please follow the instructions below.

1. Select ‘Design’ from the PowerPoint menu bar
2. Depending on your PowerPoint version, Select ‘Page Setup’ (MS 2010) or ‘Slide Size’ (MS 2019)
3. From the first dropdown menu, select ‘On-screen Show (16:9)’, followed by ‘OK’

While the main show computer will be a PC, speakers may utilize a Mac that will be available and run by the technician from the tech table, upon request to Jessica Whalen via email at spr@acr.org no later than April 10, 2020. Note that this option is ONLY for presenters in the main general session room. Mac computers will not be available in breakout rooms. Advance notice is required.

Computer presentations should be saved on a USB for delivery to the Speaker Ready Room onsite. Internet access will also be available for those presenters who need to download their files from their email or cloud drive. If you have embedded video in your presentation, please ensure you have saved all of your linked files containing the video clips to your USB. To ensure that videos are embedded properly, please make sure that they are “inserted” into your presentation; do not use the “copy/paste” function. All video clips must be readable by Windows Media Player. We also recommend that you embed TrueType fonts with your saved presentation, particularly if you use unusual fonts. Any font types not standard with MS PowerPoint 2019 must be saved to your USB as well to ensure that they display properly. **Do note that the proposed equipment set-up will not provide for ‘presenter view’ in PowerPoint; therefore, your notes will not be visible during the presentation. Please prepare accordingly.**

When constructing your presentation, please keep in mind that most session rooms are large. Small font will be difficult to read from the back of the room. Using a minimum font size of 28pt and large images within your presentation will provide attendees with an optimal learning experience regardless of their seat selection within the room.

On-screen arrows are a desirable means of indicating imaging findings; a laser pointer will not be provided. Speakers will have either a monitor at the podium or a confidence monitor in front of the stage on which to view their presentation. Speakers will have the option of running the presentation with either a remote or a wired mouse; the latter may be preferable as it can also be used as a pointer. However, please do not touch the mouse on the podium until you see your slides appear on the screen. Moving the mouse before you see your presentation hinders the AV technician’s ability to bring up your slides.*

Presenters must bring their presentation(s) to the Speaker Ready Room the day prior to their scheduled presentation, so that presentations can be reviewed with the AV technicians and loaded onto the show computer:

**Speaker Ready Room Hours of Operation**
Friday, May 8 – 2:00 PM – 5:00 PM  
Saturday, May 9 – Thursday, May 14 – 7:00 AM – 6:00 PM  
Friday, May 15 – 7:00 AM – 5:00 PM  

*PEDHour Session setup is slightly different. If you are speaking in a PEDHour Session, please refer to your formal invitation (or click here) for a detailed description of these unique sessions and special AV guidelines that you should be aware of. If you have any questions regarding audiovisual arrangements, please contact spr@acr.org.