



Audio-Visual Instructions

Important note!

The slide presentation format will be Widescreen HD Format (16:9 aspect ratio).

See page 3 for instructions to convert your slide presentation to the widescreen format.

Speaker Ready Room

Load your presentation in the Speaker Ready Room in Room 336 on Level 300 of the Baltimore Convention Center.

Bring your USB storage device to the Speaker Ready Room at least 24 hours prior to your session. If you are unable to do so, visit the Speaker Ready Room on the morning of your presentation as early as possible. The Speaker Ready Room opens on Sunday, November 5 at noon.

Presentation Format

See page 3 of these Audio-Visual Instructions for details on how to change a 4:3 PowerPoint presentation to a 16:9 widescreen PowerPoint presentation.

Audio-visual staff will be available in the Speaker Ready Room to answer questions about the slide presentation format or to assist in converting presentations to the widescreen HD format. ***Please note that slide presentations using the 4:3 aspect ratio will still display correctly, but black frames will appear on the sides of the screen.***

Save your presentation as a Microsoft PowerPoint file in a format that is compatible with PowerPoint 2013/2016 or as an Adobe PDF file. Macintosh and PC versions of PowerPoint, Canvas and Keynote allow you to save presentations in a variety of formats that meet these specifications. **Save your file in a PPTX format for both Macintosh and PC.**

Test your presentation on a Windows machine running Windows 7 to ensure your presentation runs properly.

For Macintosh PowerPoint users, insert pictures using 'insert' - 'picture' - 'from file', rather than copying and pasting, to ensure they will display properly on a Windows PC.

All meeting rooms will be equipped with one Windows 7 computer and PowerPoint 2013 software, screen, LCD projector display device, microphone and laser pointer. You will **not** be permitted to connect your own computer to the LCD projector. Your presentation will be run from the AV technician's PC-based computer.

Embedded Videos and Audio

If your presentation includes video, it is imperative that you visit the Speaker Ready Room in advance of your presentation to ensure compatibility with meeting equipment. You must also speak with the AV tech in the session room prior to the start of your session to ensure that your video will run correctly.

It is best to use a "wmv", or "mpg" or "mp4" format for embedded video, not QuickTime "mov". You must upload your video files, as well as your PowerPoint file, for the videos to play. For embedded audio files, please use either "wav" or "mp3".

Using the Pre-Submission Website

ASTMH will offer a secure website to allow for easy submission of your presentation prior to the Annual Meeting. We strongly encourage you to make use of this resource. The pre-submission website will streamline the flow of preparation and allow you to spend less time in the Speaker Ready Room. **An email will be sent to speakers in late October with instructions to use the pre-submission website.**

There is a file limitation of 1GB (1000MB) for uploading on the pre-submission website. If your file is larger than 1GB, do not try to upload the file. You will need to bring your file to Speaker Ready Room and load onsite.

Very important!! Even if you submit a presentation through the pre-submission website, you must come to the Speaker Ready Room to verify that your presentation runs smoothly on our AV equipment. If you upload your presentation to the pre-submission website, bring a copy of your presentation to the conference on a USB storage device (USB flash drive) as a backup copy.

Saving Your Presentation File for Onsite Submission in Speaker Ready Room

Save your file(s) to a USB storage device (USB Flash Drive).

When building your presentation, all files (PowerPoint and external fonts) associated with your presentation must reside in one folder/location. When creating your media for transfer, copy the entire folder to the portable disk. To ensure success of your presentation, create a backup copy of your presentation on a separate portable disk and transport it in a separate piece of luggage.

If you are speaking in more than one session, you must organize and clearly label your presentations in separate folders. Do not put more than one presenter's files on the same disk. Each presenter must have his or her own media.

We recommend that you scan your USB flash drive or USB portable devices with your computer's antivirus software. This procedure is the best precaution against spreading any hidden viruses or malware to other computers. Viruses can often cause presentations to run poorly or not at all, as well as affect the performance of the computers provided for the meeting.

Additional Assistance to Convert Your PowerPoint Presentation

If you have trouble converting your PowerPoint file to the widescreen HD format and need assistance, contact the audio-visual project manager for the ASTMH Annual Meeting:

Travis Salsig, ON Services
tsalsig@oneventsolutions.com

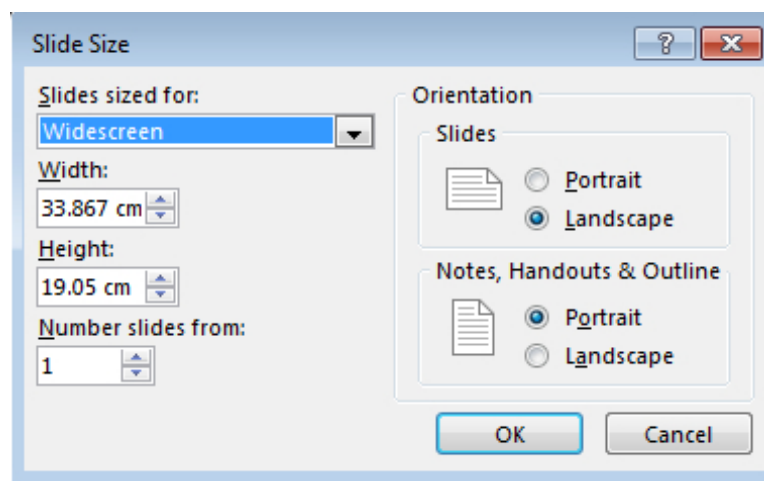
When communicating with Travis Salsig, indicate that you are a speaker for the ASTMH Annual Meeting and provide as many details as possible in your message.

See the information on the next page for converting your slide presentation to the widescreen HD format.

Create a New HD PowerPoint or Convert an Existing PowerPoint to HD

Step 1: Make a widescreen HD format file

1. Open your existing PowerPoint file or create a new file.
2. Convert the presentation to Widescreen HD format (16:9 aspect ratio)
 - a. PowerPoint 2007,2010:
 - i. Select “Design” tab, then “Page Setup”
 - ii. If you're making a new blank file, select "Slides size for: On screen show (16:9)
 - iii. If you're converting an existing file, enter 33.867cm for width, and height should be 19.05cm by default.



b. PowerPoint 2003:

i. Select "File" then "Page Setup"

ii. Select "Slides sized for: Custom"

iii. If you're making a new blank file, enter Width=25.4cm, Height=14.300cm

iv. If you're converting an existing file, enter 33.858cm for width, and height should be 19.05cm by default.

3. Slide orientation should be "Landscape"

4. Click OK

Step 2: Fix images that are stretched

1. After converting to widescreen you'll see that all pictures will be stretched

2. Right-click on an image, then select "Size and Position", or "Format Picture" then "Size"

3. Make sure "Lock Aspect Ratio" box is checked

4. Notice that the height and width percentages are not equal, which causes the stretch

5. Click the “Height” up arrow once, then the down arrow once. You’ll see the height and width percentages become equal. Leave the Size and Position box open so it’s handy for the next picture.

6. Reposition image if desired.

7. Go to the next image, left-click the next image, and repeat the “Height” up arrow then down arrow to fix images. If you closed the Size and Position box, repeat from step 2.

8. If you added drawings or shapes (e.g. pointer arrows) on top of your image, before you do any size changes, select the entire drawing, then change the height. You may still need to manually move arrows and text to their correct locations relative to the resized image.

