Audio-Visual Instructions

Important note!
The slide presentation format is Widescreen HD Format (16:9 aspect ratio).

Speaker Ready Rooms

The Speaker Ready Rooms open on Sunday, October 28 at noon.

Load your presentation in the Speaker Ready Room in the hotel where your presentation will take place:

>> Presentations at the Sheraton - Maurepas room, 3rd Floor of the Sheraton New Orleans

>> Presentations at the Marriott – Mardi Gras ABC room, 3rd Floor of the New Orleans Marriott

- ALL presenters MUST visit the Speaker Ready Room in the hotel where your presentation will take place 24 hours prior to your presentation.
- If you are unable to meet the 24 hour timeline, visit the Speaker Ready Room in the hotel where your presentation will take place on the morning of your presentation as early as possible.
- Bring your presentation on a USB flash drive or USB hard drive.
- Bring all files associated with your presentation, i.e. videos, pictures, fonts on the same storage device as your presentation.
- Do not bring your presentation for upload in the session meeting room; this must be done in the Speaker Ready Room of the hotel where your presentation will take place.

Audio-visual staff will be available in the Speaker Ready Rooms to answer questions about the slide presentation format or to assist in converting presentations to the widescreen 16:9 format.

Presentation Format

Slide format for all presentations is widescreen 16:9 aspect ratio.

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.

An instructional video for PowerPoint 2007/2010 users to convert to 16:9 aspect ratio is available here:
https://www.youtube.com/watch?v=COJz6f-Y6ds

PowerPoint 2013/2016 defaults to 16:9 aspect ratio natively.

Microsoft Users
When creating your presentation, save it in the .pptx format.

Mac Keynote Users
Save presentations in the .pptx format.

Presentation Format (continued)

Embedded Video and Audio
- Save embedded video in mp4 or .wmv format. Quicktime .mov will not be compatible
- Save embedded audio in mp3 or .wav format

If your presentation includes embedded video or audio, 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.

Meeting Rooms

- All meeting rooms will be equipped with one Windows 7 computer and PowerPoint 2016, screen, LCD projector, 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.
- Please inform your meeting room AV technician of any special needs, i.e. video playback or audio playback in your presentation.

Pre-Submission Website

ASTMH will offer a secure website for upload of your presentation with a limit of 1GB storage. We strongly encourage you to make use of this resource. This will allow you to immediately preview your presentation in the "Speaker Ready Room" without having to load it onto the computer. It will also streamline the speaker ready process.

If you upload to the Pre-Submission Website, you are still required to bring your presentation and associated files to the Annual Meeting on a USB storage device as a back-up.

An email will be sent to speakers in mid-October with instructions to use the pre-submission website.

Additional Assistance

If you have trouble converting your PowerPoint file to the widescreen 16:9 format and need assistance, contact the audio-visual project manager for the ASTMH Annual Meeting:

Travis Salsig, ON Services
tsalsig@onservices.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.