



#Courage #Compassion #Culture

2021 Annual Meeting

GAYLORD NATIONAL RESORT AND CONVENTION CENTER
NATIONAL HARBOR, MARYLAND, USA

November 17-21

astmh.org | ajtmh.org #TropMed21 #IamTropMed

Audio-Visual Instructions for In-Person Presenters

If you are attending the 2021 Annual Meeting in person at the Gaylord National Resort and Convention Center in National Harbor, Maryland, follow these instructions for submitting your slides for presentation.

Important note!

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

Speaker Ready Room

The Speaker Ready Room opens on Wednesday, November 17 at noon.

Load your presentation in the Speaker Ready Room, located in Chesapeake D/E/F on the Ballroom Level of the Gaylord National Resort and Convention Center.

- ALL presenters MUST visit the Speaker Ready Room 24 hours prior to your presentation.
- If you are unable to meet the 24 hour timeline, visit the Speaker Ready Room 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; upload must take place in the Speaker Ready Room.
- In rare instances, flash drives or portable hard disks may fail or become corrupt. It is advised to make a backup copy of your presentation and media files on some type of online cloud storage such as one of the following: Google Drive, DropBox, Microsoft One Drive, Box.com, etc. It is always better to have multiple backups of your files. If you do not have access to online cloud storage and your presentation is small enough in file size, you can email your presentation media files to yourself as a backup.

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 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 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.

Presentation Format (continued)

Microsoft Users

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

Mac Keynote Users

Save presentations in the .pptx format.

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 10 computer and the most current version of PowerPoint, 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.

Slide Content

ASTMH is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide Continuing Medical Education (CME) credit for physicians. ACCME guidelines prohibit the use of marketing elements of a commercial interest in slide content, such as corporate or product logos, trade names or product group messages. The ACCME defines a commercial interest as any entity producing, marketing, re-selling or distributing healthcare goods or services consumed by, or used on, patients.

Pre-Submission Website

ASTMH will offer a secure web site for upload of your slides for your in-person 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 In-Person Pre-Submission Web Site, 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 early November 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.