

## AUDIO/VISUAL GUIDELINES

### Speaker Ready Room Hours

(Room: 514, Palais des Congrès de Montréal)

<b>MONDAY, APRIL 20:</b>	4 PM – 8 PM (Academy Faculty only)
<b>TUESDAY, APRIL 21:</b>	6 AM – 7:15 PM
<b>WEDNESDAY, APRIL 22:</b>	6 AM – 7:15 PM
<b>THURSDAY, APRIL 23:</b>	6 AM – 7:15 PM
<b>FRIDAY, APRIL 24:</b>	6 AM – 7:15 PM
<b>SATURDAY, APRIL 25:</b>	6 AM – 2:00 PM

### PREPARATION IN ADVANCE:

- All presentations must be in **16:9 wide screen** format. We strongly recommend video format in either WMV or MP4 and **not stacking videos**. Please be aware of your video file size (anything over 100MB can be problematic).
- If you have inserted **any videos** into your presentation, please also bring them as a separate file.
- You must include a disclosure slide at the beginning of your presentation. Sample disclosure slide templates are available to download [HERE](#).
- Please bring **two** copies of your presentation, in case of storage or media failure. If using a flash drive, please test the flash drive on another system prior to traveling to the meeting. **DO NOT ASSUME THAT A COPY TO A FLASH DRIVE WORKED!**

### ON-SITE:

- All presenters must check into the **Speaker Ready Room** at least 2 hours prior to your Session start time (not your presentation time) to upload your presentation to the computer network. This will ensure that your presentation out of the 220+ presentations per day can be preloaded, cached and tested prior to your presentation. Any updates to your presentation **MUST BE MADE** in the Speaker Ready Room, **NOT** your session room.
- PC compatible computers equipped with PowerPoint 2016 will be available in the Speaker Ready Room for your use when **previewing/testing** your presentation. Macintosh computers will not be available.
- If you have **embedded video** in your presentation, you **MUST** test that your presentation can 'play' properly in the Speaker Ready Room **preferably 24 hours in advance of your presentation**. The Speaker Ready Room will be staffed with a presentation specialist for assistance.

- If you feel that your presentation has something out of the ordinary (extensive files or video clips), **please alert Speaker Ready Room staff immediately upon check-in.**
- The Speaker Ready Room will be networked with the session rooms, which means your presentation will be automatically distributed to your session room in time for the start of your session. Presentations will not be accepted directly in the session rooms for uploading.
- Each session room will be equipped with appropriate audio/visual, sound, and lighting equipment as well as a head table, podium, laser pointer, confidence monitor, and screen. Presenters will be provided with a remote at the podium to advance the slides. ***No computer hook-ups will be provided at the podium.***
- Presenter View will NOT be available in the session room, so please be sure to bring a print out of your slides/notes to the session room if you need them.
- Technical assistance will be available in all rooms in which presentations are being made. If you experience difficulties with your presentation or the use of the equipment, please contact the in-room technician.
- If your presentation requires specialized software which is installed on your laptop, please email Susie Newton ([susie.newton@ishlt.org](mailto:susie.newton@ishlt.org)) so that arrangements can be made to accommodate your needs.
- If you have any questions about this information, please contact Susie Newton at the ISHLT Headquarters office at 972-490-9495 or [susie.newton@ishlt.org](mailto:susie.newton@ishlt.org).