

EMA

TIPS FOR PREPARING YOUR SLIDES:

- 1) Power Point slides should be formatted in widescreen/16:9 ratio for best on-screen appearance. Widescreen is the default setting for PowerPoint 2013 and newer. To check, ensure you are in View - Normal. Next click Design, then Slide Size.
- 2) Ensure your slides are not running on a continuous loop.
- 3) If you include video files in your presentation, ensure they are properly embedded when transferring to a portable drive or include the video files in the same folder when you transfer to a USB.
- 4) It is a good safety measure to play your presentation from the USB before you depart for the conference to ensure it plays as expected.

SPEAKERS IN ORAL SESSIONS AT THE CONFERENCE:

- 1) Equipment: ACerS will provide a laptop in each session room with HDMI output. If you plan to use your own device, be prepared for HDMI output. Anyone using a Mac should bring their own Thunderbolt to HDMI adaptor for the presentation.
- 2) On the day of your talk, plan to arrive in your session room 15-20 minutes prior to the start of the session to check in with the session chair to confirm your presence and to load your slides onto the computer at the podium. If your session follows one of the plenary presentations, this means heading to the session room before the end of the 30 minute coffee break following the plenary. Slides cannot be loaded after the start of the session as this delays the schedule.

POSTER GUIDELINES:

Maximum Poster Size: 4 ft. x 4 ft. (1.22 m x 1.22 m)

Poster Set-Up Time: 12:30 - 5:00 PM the day of poster session.

You are expected to attend the poster session and stand near your poster to answer questions of interested parties. All posters must be removed by the presenters at the close of the poster session. ACerS is not responsible for posters not removed at the end of the poster session.