



ACC.17™

66th Annual Scientific Session & Expo

WASHINGTON, DC
FRI • SAT • SUN

MARCH
17 – 19
2017

SPEAKER SERVICE CENTER AND AUDIO VISUAL INFORMATION

EVERYTHING YOU NEED TO KNOW ABOUT THE SPEAKER SERVICE CENTER AND THE MANDATORY SPEAKER SERVICE CENTER CHECK-IN AND REVIEW PROCESS

You are required to check in at the Speaker Service Center if you are:

- Making a presentation (including an Oral Abstract presentation) or participating in an educational session of any kind in a classroom or
- Chair/co-chair/moderator of any session in a classroom

You must check in at the front desk with a representative of the Speaker Service Center before sitting down at a station.

THE SPEAKER SERVICE CENTER AND SPEAKER REGISTRATION IS LOCATED AT:

Walter E. Washington Convention Center,

Lounge & Learn Pavilion, Hall D

Telephone: 202-249-4064

There will be one Speaker Service Center at the convention center to assist all presenters for ACC.17. We recommend presenters visit the Speaker Service Center 24 hours before their presentation begins. However, if this is not possible, presenters must go to the Speaker Service Center at least 4 hours in advance to review and approve their presentations. Presenters who do not check-in sufficiently in advance of their presentation may give the scheduled talk, but may not have visuals.

Speaker Service Center and Speaker Registration Hours of Operation

Thursday, March 16

Noon – 5:00 p.m.

Friday, March 17 – Saturday, March 18

6:30 a.m. – 6:00 p.m.

Sunday, March 19

7:00 a.m. – 5:30 p.m.

MANDATORY SPEAKER SERVICE CENTER CHECK-IN AND REVIEW PROCESS:

If you are making a presentation or participating in an educational session of any kind in a classroom or if you are the chair/co-chair/moderator of any session in a classroom it is imperative that you check in at the Speaker Service Center to confirm your presentation times, review electronic files, and check disclosures regardless of whether or not you have uploaded your presentation slides in advance. At this time you will also be able to ensure the integrity and compatibility of your presentation(s), including fonts, bullets, outlines, animations, movies, etc.

If you are presenting in a moderated poster session and would like to familiarize yourself with the tablet that you will be using during your presentation, please visit the Faculty Development Office in the Speaker Service Center to practice with the presentation equipment (Lounge and Learn Pavilion, Hall D.)

You must check in at the front desk with a representative of the Speaker Service Center before sitting down at a station.

All Speaker Service Center computers will be configured with hardware and software exactly like that available on the computers in the presentation rooms. This will allow you to preview your presentation (the same way it will project when you present), identify problems, and make corrections as necessary prior to your scheduled presentation date and time. During the pre-presentation visit to the Speaker Service Center, technicians can also help resolve any compatibility or formatting issues.

Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session. Be sure to click "Logout" link at the top of the screen.

- ACC has updated its audiovisual equipment; all screens will be 16:9 widescreen format, not 4:3 as in previous years. Computers and projectors will be configured for 1280 x 720 resolution. We envision this change enhancing the visual aspects of the Annual Meeting.

To take full advantage of the new widescreen format, every presenter will have to take a few minutes to convert their pre-existing presentations. All new presentations should be developed in the 16:9 format. If presenters use the 4:3 presentation format aspect ratio, the presentation will still display but will be "pillar boxed" on the 16:9 screen as shown below. Converting existing presentations will expand the slides to a 16:9 format. In addition, all presenters should consider using the ACC.17 Slide Template for a more seamless attendee experience. Download the slide template here: <https://accscientificsession.acc.org/Information-Pages/presenters-only>

NOTE: Videos and photos may need to be resized so they do not appear stretched. Animations should be checked to ensure the elements line up correctly.



What does this mean if you are a presenter? Simple conversion instructions are listed below.

For PowerPoint 2013

- o On the "Design" tab select "Slide Size"
- o In the drop down box, select "Widescreen (16:9)"

For PowerPoint 2007 and 2010: (Please view the screenshot on page 3)

- o On the "Design" tab select "Page Setup"
- o In the drop down box, select "On-Screen Show (16:9)" and click "OK"

For the Newest Apple Keynote:

- o From the Keynote Window, select “Document” on the top right hand corner
- o Under “Slide Size”, select “1280 x 720”

For the Older Apple Keynote:

- o From the Menu Bar, select “Show Inspector”
- o On the Inspector, select “Document Inspector” located in the top left hand corner
- o Under “Slide Size”, select “1280 x 720”



- ACC has refined the look and design to the education room layout to enhance interaction between the speakers, panelists and attendees.



- Take advantage of the functionality and presentation opportunity that this revised stage/room design affords by doing the following:
 - Stop by the Faculty Development Office located inside the Speaker Service Center to familiarize yourself with a mock-up of the stage area before you walk into your session room to deliver your presentation. This will ensure that your session/presentation is a success.
 - Prepare your presentation with this revised stage/room design in mind.
 - Take advantage of one-on-one training that is being offered to all presenters and chairs in the Faculty Development Office.
- If you are a Chair/Co-chair/Moderator please allow sufficient time to stop by the Faculty Development Office located inside the Speaker Service Center to learn how to use the Moderator's App to ensure that your session runs smoothly.
- Moderators of sessions where we are using Conferences I/O (the Audience Response System) must get 1:1 training from staff in the Faculty Development office in order to maximize the potential interaction with the audience. Please make sure that you allow sufficient time while in the Speaker Service Center in order to receive this brief training. (See Fielding Audience Questions on page 8.)
- Presentations must be uploaded 24 hours in advance of your session. Speakers' PPT will be uploaded to the ACC.17 App and will appear associated with your session(s) before the session starts. This is due to overwhelming feedback from previous attendees who requested that slides be accessible in order to take notes during the session. The version of your slides that is presented during your session will be the "PPT of record" and will be posted online via the Attendee Portal (sometime after your session) and in iScience.

HOW TO SUBMIT YOUR PRESENTATION(S):

ACC is committed to providing the audience and faculty the best education environment possible. The ACC uses an all-electronic format for audiovisual requirements. All meeting rooms utilizing audiovisual equipment will be networked. Presentations will be downloaded from a central server and sent to the respective meeting room on a secured site.

The Presentation Management System will open to presenters for advance submission of presentations for the meeting on February 9th, 2017. Chairs and panelists of sessions will have the ability to view slides from all the presenters in their sessions via the online Presentation Management System after logging in. To login click the following link:

<https://acc17.sessionupload.com>

You will be prompted for your email address. Use "ACC2017" as the password. You will be required to set a new password, which must be at least 6 characters in length.

This audiovisual presentation website will remain open throughout the meeting for your convenience. This means that you will be able to submit your presentation through the website, accessible from any internet connection with sufficient bandwidth.

Presentations must be uploaded 24 hours in advance of your session. Late-Breaking Clinical Trials must be uploaded by **Friday, March 3, 2017**.

Important information

Please be sure to read the guidelines on the Presentation Management Website before uploading your presentation.

If you need assistance or have questions about uploading your presentation please click the “Help” link at the top of the page or request help at <https://acc17.sessionupload.com>

Confirmation that your presentation was received

After submitting a file, you will receive a confirmation email within an hour. If you do not receive a confirmation, please contact support@sessionupload.com to ensure your file was received. When contacting support for technical issues please reference ACC.17 as the conference name and include the presenter’s full name.

Edits

For security and proprietary reasons, you cannot edit a file online. You may return to the website any time to delete a file that you have already submitted and re-submit a new file in the event that you have made changes to a presentation.

Presenter Mode in the Meeting Room

Presenter Mode is a feature that allows presenters to view their presentation with their speaker notes privately at the lectern while the audience views the notes-free presentation on a display screen. Presenter mode is the default mode in all classrooms.

For more information on presenter mode in PowerPoint, please see the following link: [Here](#)

The following ACC activities are NOT networked: all committee meetings, special functions and sessions/activities held outside of Walter E. Washington Convention Center. Participants in these activities should contact the ACC staff liaison if audiovisual is required.

WHAT AUDIOVISUAL EQUIPMENT IS AVAILABLE IN PRESENTATION ROOMS

Education session rooms will be furnished with the following audiovisual resources (see qualifying notes below if you are a Mac user):

- Laptop computer
- Screen
- Data projector
- Speaker timer
- Mouse
- Microsoft Office 2013 (with PowerPoint, Word, Excel)
- Adobe Acrobat Reader
- Macromedia Flash and Shockwave Players
- Windows Media Player
- Dazzle software (upon request)

Any equipment/software not listed above must be requested in advance. Requests for nonstandard equipment will be reviewed on a case-by-case basis, and the designated presenter may be contacted about the request. Dual slide projection is not available except in Clinical Focus Sessions.

ONLINE SUBMISSION FORMATS:

Special Presentation Media

If you plan to use any special or unusual media as part of your presentation, please be sure to let a Speaker Service Center technician know about the media so that it may be tested for compatibility prior to the presentation.

Movies

Include all embedded video files for presentations that will contain video clips. Currently we support video clips in the following formats: AVI, MPEG-1, MPEG-2, MPEG-4 (Divx, Xvid, WMV's), MOV (H.264), Cinepack, Techsmith, and Flash.

Please remember to compress your videos no matter which format you prefer. Your movie will upload faster and load faster during your presentation with no distinguishable loss in video quality. If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Service Center so arrangements can be made for assistance in your meeting room.

Special Fonts

We only supply fonts that are included with Office 2010. If you need a specialized font, it should be embedded into your PowerPoint presentation.

File Types

We currently support all versions of PowerPoint through Office 2013. If your PowerPoint is from a version of PowerPoint prior to Office 2010, please use the convert feature located under "File, Help" when you have your PowerPoint open.

Backup

Please bring a copy of your presentation (and movies) along with you before leaving for ACC.17.

Copy your PowerPoint and all movies to a folder on a USB drive or CD-ROM. PowerPoint 2013 will embed movies by default, however you should bring a copy of the videos, just in case a problem arises. All prior versions of PowerPoint will not embed the movies. They must all be placed in the same folder as your PowerPoint file. It is a good practice to keep a second copy of your presentation and your movies.

FOR MAC USERS:

Mac: Keynote

Currently we can only accept iWork's 09 Keynote files. If you would like to use a different version of Keynote, either convert your presentation to iWork's 09 Keynote or convert your Keynote to PowerPoint and bring to Speaker Service Center for confirmation.

Mac: Pictures

If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in PowerPoint. With PowerPoint 2008 for the Mac, any inserted

image will be compatible. To ensure there are no picture problems, please check your presentation in the Speaker Service Center.

Mac: Movies

PowerPoint 2010 is the only version of PowerPoint that supports playback of MOV's. The best compatibility for MOV playback is to use H.264 as your codec. If you are using an earlier version of PowerPoint (older than 2010) please export MOV files to Windows Media WMV with Quicktime 7 Pro. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Service Center who can make arrangements to convert videos.

ANY QUESTIONS ABOUT AV?

Should you have any audiovisual questions not addressed in this document, please feel free to email support@sessionupload.com.

GIVING YOUR PRESENTATION

Please arrive at your designated meeting room 10 minutes before the start of your session.

Simply click your name on the display, then click "Start" and your disclosure will launch followed by an automatic launch of your PowerPoint. If you approach the lectern and the presentation file from the previous presenter is still displayed, simply press the <Esc> key located in the upper left corner of the keyboard.

Please note: The system will display your disclosure for approximately 6 seconds – shorter disclosures will display for slightly less time, longer disclosures will display for slightly more time. Once the disclosure is launched, you cannot exit from the system.

At the end of your presentation, the display will return to the list of presenters. Please note that there will be a keyboard at the podium and a mouse to advance your slides.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just click the **"ASSISTANCE NEEDED"** button and a technician immediately will be sent to your room.

As a courtesy to your colleagues in your session please do not run over your allotted time. If you do, the chair/moderator of your session will ask you to conclude with a short summary statement.

Presentation Language

All presentations are entirely in English. If you need assistance in understanding or answering questions in English, please arrange to have the session co-chair or a member of your research team assist you. It is your responsibility to notify the session co-chairs of your special needs and arrangements before the session begins. You may include in your presentation file a few slides containing text or data for answering questions that might reasonably be expected from the audience. These slides should not include concepts or data integral to the main presentation.

Presentation Tips for Recording

It is important to ensure that the 2017 audio recording for each session is of high quality.

- Before you begin speaking, adjust the microphone, if needed.

- Speak into the microphone at all times. Avoid being too close to the microphone or “cupping” the microphone with your arm, which may cause feedback noise.
- When you refer to a visual, briefly describe it.

Fielding Audience Questions

A vital part of each educational session is the opportunity for questions and discussion. Time has purposely been built into many sessions to allow this type of interaction between the presenter and others in the room. Questions may come from the audience or from your session chair or co-chair. Remember that question-and-answer discussions are also captured. To avoid gaps on the audio recording of your presentation, be sure to repeat the question posed into your microphone prior to answering it.

In support of the offer to earn dual CME/MOC credit in over 200 sessions, we must provide a vehicle for interactivity and meaningful exchange between faculty and learners; therefore we have made audience polling technology available for use during most of the sessions.

This will allow many more participants to actively respond to presenter’s polls, ask their important questions and upvote on other attendees’ questions – all using their smartphone/tablet.

Specific sessions in which ARS is scheduled to be used will be designated in the App with an icon.

Moderators of sessions where we are using Conferences I/O (the Audience Response System) must get 1:1 training from staff in the Faculty Development office in order to maximize the potential interaction with the audience. Please make sure that you allow sufficient time while in the Speaker Service Center in order to receive this brief training.