

**SUO | AADO | OPDO COMBINED MEETING**  
**November 3-5, 2022**  
**Chicago, IL**

**AUDIO-VISUAL GUIDELINES FOR SPEAKERS**

Through the Society of University Otolaryngologists and their AV partner, Coast2Coast, you will be provided with the necessary equipment for your presentation. Please review the following guidelines.

**Equipment Provided**

- The following audio-visual equipment will be **automatically** provided in the session room:
  - Laptop PC with 1280x720 resolution at the tech table equipped with the following:
    - PIV processor with 1 gig RAM, Windows XP, MS Office 365, Adobe Acrobat Reader, Media Player, and can accommodate CD ROM, DVD and Memory Stick storage formats.
  - A 22" flat screen monitor will be at the podium for slide viewing; Presenter View will not be available on the monitors. Please print all slides/notes in advance in the speaker-ready room.
  - Slide advancement can be controlled remotely from the podium. Please use the mouse at the podium to advance your slides and use the mouse as a pointer on the screens.
  - Confidence Monitors—one 40" for the head table and one 22" at the podium.
  - Two LCD projectors, two screens, a laser pointer, and microphones.
- If additional equipment beyond what is indicated above is required, you must request your needs via email to Marisa Villalba, Senior Meeting Planner, at [mvillalba@facs.org](mailto:mvillalba@facs.org). Special requests are subject to approval and must be made by **October 28, 2022**

**Assemble Your Presentation**

- Microsoft PowerPoint for Mac & PC will be accommodated. Mac and PCs will be provided. All power point will be run from Tech table. **Laptops are not allowed at the podium**. Please give your presentation to the technician in the speaker ready room 2 hours before start of the session. Please bring your presentation to the Speaker Ready Room, located in the Diplomat Room at the Fairmont Chicago.

**Saving/Transporting the presentation**

- Speakers and moderators should upload a single presentation for their session via the [Speaker Form](#).
- When saving, use one of the following: DVD or memory stick. **Bring a backup copy of your presentation!**

**At the Meeting**

- All presentations will be loaded onto the PC in the speaker ready room at least 2 hours prior to your presentation. Please bring your presentation to the Speaker Ready Room, located in the Rhone at the Swissotel Chicago. Speaker Ready Room hours are:

Thursday, November 3, 2022: 6:00pm-8:00pm

Friday, November 4, 2022: 7:00am-6:00pm

Saturday, November 5, 2022: 6:00am-3:00pm

All presentations need to be loaded/tested on the computer prior to the start of the day's session.

- No computers are allowed at the podium. Please print all notes prior to your presentations.  
(continue for information on Computer Presentation Tips)
- Please note that not all computers sync properly with all LCD projectors, so it is important that we receive your computer in advance of the session so that proper testing can be completed. Laptop PCs require an external SVGA output port.

- It is the presenter's responsibility to collect slides, videos and computers (if applicable) at the conclusion of the session.

## **TIPS FOR PREPARING COMPUTER PRESENTATIONS**

### **Computer Slide Format**

- A minimum slide typeface of 24 point and hard-copy typeface of a minimum of ¼ inch is recommended.
- A sans serif typeface such as Helvetica or Arial is recommended.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid red and green text.
- **Please use 16:9 format as your template.**

### **Computer Slide Lettering**

- Limit message on slide to seven lines or less. Do not use more than seven words per line. Two or more simple slides are better than one complicated slide.
- Keep illustrations simple. A slide is not a textbook. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- If original artwork is generated on a computer slide program such as PowerPoint or Freelance, the printed format of the artwork is 7 ½ x 10 inches.
- Images: JPG files are the recommended format for images.
- Sound and Video Clips:
  - Solution 1:** Pack and Go - The "Pack and Go" feature of PowerPoint embeds the clip into your presentation file. This ensures that the clip will be in the correct location when you unpack the file on the meeting room computer.
  - Solution 2:** Location of audio/video files - Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file.