PROCEDURES FOR ELECTRONIC PRESENTATIONS

The *Content1 Presentation* system is the premiere service/presentation submission system from PSAV. Using this presentation management service we are able to provide a complete online and onsite slide center. Each presenter can easily upload their presentation files to a server online prior to the event or onsite via the Speaker Ready Room. Please note that Internet access will not be available during your presentation.

SUBMITTING YOUR PRESENTATION

Each speaker must submit their presentation to PSAV, prior to their talk. Presentations may be submitted before the conference or onsite.

ATS 2017 will use the Widescreen (16.9) Presentation Format, so please prepare your slides accordingly.

NEW FOR 2017! Faculty Disclosure Slide

Starting with the 2017 Conference, the ATS will assist you with the preparation of the Faculty Disclosure Slide to disclose presenter relationships with commercial interests relevant to the presentation. By completing the Faculty Disclosure Slide form, you will provide your relationships, or lack thereof, which will then be automatically available to the learners via a slide on the day of your presentation. You will no longer need to prepare a disclosure slide as part of your PowerPoint presentation. For more information on this and the online COI questionnaire, please click here.

Advance Submission before the Conference:

Each speaker can submit their presentation via the web at https://cms.psav.com/ats2017 before the conference. The submission website is open thru 12:00 am EST on **May 10, 2017**. To ensure security for your presentation, only official conference speakers will be able to enter the site. PSAV will email you the link to the website and login credentials. You will then be asked to enter the username and password in order to submit your presentation and to return to the website for any adjustments. Speakers who send their presentation files via the website will have faster check in at the Speaker Ready Room. Please make sure to upload all media files required for your presentation. Any video or audio files, or fonts not included in your online upload folder, along with your PowerPoint, will cause your presentation to fail in the meeting room.

Speaker Ready Room

All speakers must check in at the Speaker Ready Room preferably the day before your session to submit your files and to preview your presentation. If checking in on the day of your session, please come by **at least 4 hours prior** to the start of your session (note: this refers to the session start time, not the presentation start time). The PSAV technicians will assist with the upload of your files.

Bring a Backup

Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies. USB/Flash drives are preferred.

If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device to the session room.

SPEAKER READY ROOM HOURS Walter E. Washington Convention Center **Room 156, Street Level (Middle Building)**	
Thursday, May 18	1:00 PM – 6:00 PM
Friday, May 19	6:00 AM – 6:00 PM
Saturday, May 20	6:00 AM – 6:00 PM
Sunday, May 21	6:00 AM – 5:00 PM
Monday, May 22	6:00 AM – 5:00 PM
Tuesday, May 23	6:00 AM – 5:00 PM
Wednesday, May 24	6:00 AM – 3:30 PM

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

When you are finished reviewing and/or making changes to your presentation, you must tell PSAV personnel you have viewed your presentation file before you leave the Speaker Ready Room. PSAV will then transfer the updated file to the meeting room.

During Your Presentation
Each session room will be staffed with a PSAV technician who will assist with starting each presentation. Once the presentation is launched, the speaker will control the program from the podium using a computer mouse or the up/down/right/left keys on the keyboard.

SUNRISE, MEET THE PROFESSOR AND THEMATIC SEMINAR SERIES SPEAKERS

PC compatible laptops and LCD projectors will be provided in the room for Sunrise Seminars, Meet the Professor Seminars and Thematic Seminar Series. Presenters of these seminars are required to bring their PowerPoint presentations on a thumb drive to be used with this equipment in the seminar room. At the time of your session, report to your meeting room approximately 15 minutes prior to the start of your session to bring your presentation up on the screen in preparation for the session start.

Speakers are required to display a disclosure slide or slides at the start of the presentation. Instructions on preparing this slide and disclosure slide template may be found at http://conference.thoracic.org/speakers/index.php

Please Note: Speakers using an older MAC or Powerbook should be aware that some earlier versions of the MAC iBook and Powerbook do not have a built in VGA monitor output and require you to have a VGA output adaptor in order to connect to an LCD projector. Please verify that your particular model has this VGA output or VGA adaptor available. You must bring your adaptor with you, as these will not be furnished on-site.

PRESENTATION AND SOFTWARE

Speakers will receive an email from PSAV that will include a link and individual login credentials to submit their presentations online prior to the Conference.

Acceptable formats for presentations**:
•PowerPoint (.ppt/x)
•Adobe Acrobat (.pdf)

****MACINTOSH USERS: Please make sure that all inserted pictures are either JPEG or PNG file-types. Quicktime (.mov) files are also an accepted video format. Individuals using Apple Keynote will need to bring their files directly to the Speaker Ready Room to have them correctly transferred to our system.**

List of Preferred Media (Video/Audio) Formats: (.wmv) (.mp4) (.avi) (.wav) (.mov)
Please try to keep the video files size to less than 20MB if possible. Use short video segments when needed.

Laptops: Personal laptops cannot be used in the session rooms. You must load your files via the Speaker Ready Room. However, support is available in the Speaker Ready Room for file transfers from your laptop. You should still bring a backup of the presentation on alternate media (see list of acceptable formats above). Please make sure you have all power, video, and networking adapters with you.

Do not use industry logos or brand names in your PowerPoint presentation.

SECURITY

- Presenters are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.

Contact Information:
PSAV®

For information on the online submission website, please contact our support staff ATS-support@psavds.com or call during business hours at (214) 210-8006 Monday – Friday 8:00am – 5:00pm CST.