

# American Thoracic Society

## International Conference

### Procedures for Electronic Presentations

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#### **SUBMITTING YOUR PRESENTATION**

The Presentation Upload site allows each presenter to upload their presentation files online prior to the ATS Conference.

Speakers should submit their presentations before the conference. Please upload your slides as a PowerPoint Presentation (PPTX) by or before **May 8, 2023**. To ensure security for your presentation, only official conference speakers will be able to enter the site. You will have to log in with your ATS log in information. Please make sure to upload all media files required for your presentation. Any files or fonts not included in your PowerPoint will cause your presentation to fail in the meeting room.

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

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

#### **SPEAKER READY ROOM**

All speakers must check in at the Speaker Ready Room at the Conference to preview and if necessary, edit 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). Encore technicians will assist with the upload of your files.

#### **Presentations in ARS Sessions**

If you are a presenter in a session using the Audience Response System (ARS) and plan to edit files on-site in the Speaker Ready Room, please visit the Speaker Ready Room at least **24 hours** before your session start time; otherwise, you will not be able to use ARS in your presentation.

#### **Bring a Backup**

Be sure to bring a backup copy of your presentation with you to the meeting. 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 Rooms:** Walter E. Washington Convention Center, Room 156 (Street Level) and Marriott Marquis, Senate Room (Mezzanine Level)

<b>SPEAKER READY ROOM HOURS</b>		
<b>Walter E. Washington Convention Center, Room 156 (Street Level)</b>		
<b>Marriott Marquis, Senate Room (Mezzanine Level)</b>		
	<b>Convention Center</b>	<b>Marriott Marquis</b>
Thursday, May 18	1:00 PM – 6:00 PM	CLOSED
Friday, May 19	6:00 AM – 6:00 PM	1:00 PM – 6:00 PM
Saturday, May 20	6:00 AM – 6:00 PM	6:00 AM – 6:00 PM
Sunday, May 21	6:00 AM – 5:00 PM	6:00 AM – 5:00 PM
Monday, May 22	6:00 AM – 5:00 PM	6:00 AM – 5:00 PM
Tuesday, May 23	6:00 AM – 5:00 PM	6:00 AM – 5:00 PM
Wednesday, May 24	6:00 AM – 1:00 PM	6:00 AM – 1:00 PM

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and the presentation is 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.**

#### **SECURITY**

- Presenters are required to show their badge to submit and access their presentation in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room

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## PRESENTATION AND SOFTWARE

### Acceptable formats\*\* for presentations:

- PowerPoint (.ppt/x)

**\*\*MACINTOSH USERS:** Please make sure to check in directly to the Speaker Ready Room to make sure all files are correctly transferred to our system.

**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. Please make sure you have all power, video, and networking adapters with you.

### During Your Presentation

Each session room will be staffed with an Encore 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.

### Contact Information

For information on the online submission website, please contact our support staff [ats@support.ctimeetingtech.com](mailto:ats@support.ctimeetingtech.com).

### Photography During Presentations

Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience. However, photographs may be taken during sessions or poster presentations, provided that the photographs are strictly for personal, non-commercial use and are not published in any form.

ATS requests that any speaker who does not want their content posted on social media or shared on other websites, make an announcement to attendees at the beginning of their presentation. Presenters may also add the request to their presentation.