PREPARING YOUR PRESENTATION
(For Presentations in a Session Room)

In May 2018 you will receive specific details via email on how to upload your presentation to the presentation management website. In the meantime, please review the information below to prepare.

SUPPORTED FORMATS
- PPT, PPTX; The Presentation Management system at WOC2018 is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under “File, Help” when you have your PowerPoint open.
- PDF; Supported.
- KEY; Keynote files are NOT supported. Please export your presentation as a PowerPoint or PDF file for upload, and be sure to review the result in the Speaker Ready Room.
- Prezi files are currently unsupported for upload. Please ask for assistance in the Speaker Ready Room.

VIDEO AND AUDIO FILE SUPPORT
- Please see this article for file formats supported within PowerPoint.
- Please consider compressing your videos. If you have authored your PowerPoint as a PPTX, there are tools within PowerPoint to do this automatically. Instructions are found here.
- If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Resolutions in the meeting room will be 1280x720 for 16:9 presentations.
- If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

CONSIDERATIONS FOR CUSTOM FONTS
We only supply fonts that are included with Office 2013. For a list, see this article. If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. Click here for an explanation of this process.
ANY LINKS TO WEB PAGES?
Meeting Room computers are NOT connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

BEFORE YOU DEPART, BACKUP
Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. While PowerPoint 2013 and later will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

ARRIVING AT THE FIRA

Speaker Ready Room: Location: Hall 8.0 North Entrance Lobby (right side)
All speakers with a presentation in a session room or poster pod are REQUIRED to visit the Speaker Ready Room in advance of their programmed time. All presentations must be submitted no later than 24 hours of session time since all files need to be previewed to ensure compliance with AC-CME regulations. Presenters are not allowed to upload their file or use a usb directly on the computer in the session room. IMPORTANT: Speakers who have not had their file approved by the CME representatives in advance of their session time will not be allowed to present.

If you submitted your file in advance, review your file in the Speaker Ready Room to make sure it works correctly with the computer programs being used for the congress. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

WOC Speaker Ready Room Hours of Operation:

- Friday, 15 June 12:00–18:00
- Saturday, 16 June 07:30–18:30
- Sunday, 17 June 07:30–17:30
- Monday, 18 June 07:30–17:30
- Tuesday, 19 June 07:30–16:30

Giving Your Presentation
Please arrive at your designated meeting room 15 minutes before the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

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 the technician in the room will be alerted.
CME ACCREDITATION
As the event is CME accredited, we ask you to ensure that certain criteria are met by your oral presentation. These criteria are:

- All of your financial relationships should be disclosed in your oral presentation (even if there are no relationships to disclose – this must also be stated). Please refer to the ICO full Disclosure Policy for what classifies as a “financial relationship”
- Financial relationships of any co-authors (and your spouse/partner, if relevant) will also need to be declared
- No pharmaceutical company or product logos should be used in your presentation
- No pharmaceutical product brand names should be used (generic names should be given instead)
- Oral presentations should feature original research only

If you have any concerns or questions about the above criteria and how this might affect your oral presentation, please email Siyemi Learning at WOC2018CME@icoph.org who will be happy to answer any of your questions.

Thank You!
By following the guidelines above, we are confident that Freeman Presentation Management will ease the process of delivering your presentation. Should you have any questions not addressed in this document, please feel free to email us at: PresentationManagement@freemannco.com.