

## PODIUM PRESENTATION UPLOAD INSTRUCTIONS Paper Presenters & Faculty

Please find below the guidelines for uploading your Final Program Outlines and Podium Presentations for the ISHA annual Scientific Meeting on October 8-9, 2010 in Cancun, Mexico.

Faculty are required to upload both an Outline/Handout and their Presentation in advance.

Paper Presenters are required to upload their Presentation in advance. Your paper abstract will serve as your handout.

1. *DEADLINE TO SUBMIT AN OUTLINE TO THE ISAKOS OFFICE FOR THE FINAL PROGRAM IS **September 10, 2010**. OUTLINES ARE MANDATORY.*
2. *UPLOAD YOUR PODIUM PRESENTATION IN ADVANCE. DEADLINE TO UPLOAD YOUR PRESENTATION IS **September 10, 2010**.*

### Guidelines for Final Program Outlines or Handouts

ISHA will provide a Final Program containing all outlines for the lectures and symposia, and will distribute this Program to all registrants of the Annual Scientific Meeting.

#### **Please submit your outlines as follows:**

1. You are required to upload your Final Program Outline on-line in advance.
2. Please submit your outline in a **PDF** document. We will not accept any document sent as a Word Document or PowerPoint file.
3. Go to <http://www.ishameetings.net/accept.aspx?conferenceid=29>. Please log in using your ISHA email and password. If you do not know your password, please email [katie@mciconsulting.com](mailto:katie@mciconsulting.com)
4. Find the title of the Presentation you would like to upload and click on UPLOAD OUTLINE. Follow the instructions to browse and find the file in your computer.
5. Outlines are limited to 4 pages per presentation.
6. Outlines must be submitted **no later than September 10<sup>th</sup>** for inclusion in the Final Program.

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### **ISHA Audio Visual Instructions to Upload Your Presentation**

Uploading your presentation in advance is required by the CME provider for the course. Once uploaded, a technician will download your presentation, check it to ensure it loads and is correctly formatted, and that it is compatible with the meeting's software and computers. **You will have the ability to review and approve your PowerPoint on-site before your presentation in the rear of the Session Room.** ISHA will utilize a central computer system for all presentations during the 2010 ISHA Annual Scientific Meeting.

**35 mm slides will not be allowed.** Please read the following information carefully.

#### **PREPARING FOR A CENTRAL COMPUTER PRESENTATION**

1. All presentations must be prepared using PowerPoint for Windows. (If using a Mac to prepare, speakers will need to convert the presentation to PC-format for the central computer.)
2. Save the PowerPoint presentation to CD-R (no CD-RW), a Flash Drive, or 'Thumb' Drive.
3. **Bring a back-up copy** of your presentation with you to Cancun, even if you have uploaded it on-line (See Below)

#### **BEFORE YOU COME TO CANCUN**

1. Please upload your Presentation on-line in advance.
2. Go to <http://www.ishameetings.net/accept.aspx?conferenceid=29>. Please log in using your ISHA email and password. If you do not know your password, please email [katie@mciconsulting.com](mailto:katie@mciconsulting.com)
3. Find the title of the podium presentation you would like to upload and click on UPLOAD POWERPOINT. Follow the instructions to browse and find the file in your computer.
4. This system allows the ISHA audio visual staff to check your presentation for any formatting or technical problems prior to the meeting.
5. The following information must be **included in your PowerPoint presentation slides:**
  - The first slide must include the title and authors
  - The second slide must include the mandatory faculty disclosure slide updated with your company affiliations and/or conflict of interest notifications as noted in your Financial Disclosure Statement.
  - The last PowerPoint slide should include references.
6. Any changes you may make later can be handled easily on-site.
7. **The deadline for PowerPoint uploading is: September 10, 2010.**

#### WHEN YOU COME TO CANCUN

1. Come to the **Rear of the Session Room 1 day prior to your presentation** to review your presentation with the ISHA presentation team. **THEY WILL BE EXPECTING YOU.**
2. Bring back-up disks of your presentation.
3. We will have practice stations in the speaker ready room (Rear of Scientific Session Room) available for presenters to practice their presentations but these stations are limited to 10 minutes if there are presenters waiting. You can also bring your laptop to the speaker ready area if you wish to have a place to practice for a longer period of time during speaker ready hours. We will also have personnel available that can assist you with changes / problems with your presentation. Your laptop can also serve as a back-up in case the presentation has not transferred accurately to disk.

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#### IMPORTANT WARNINGS

- Please note that all presentations will be done on PCs. If the presentation is prepared on a Mac then it must be converted to a PC-formatted disk.
- Work with an expert in the preparation of computer presentations.
- If audio and video clips are part of your PowerPoint presentation, be certain to identify the clips used and locate them in a single Windows file folder along with the PowerPoint program itself.
- If you use Quicktime videos (Typical on a Macintosh Computer) you must convert them to mpeg-1 or avi files. PowerPoint for Windows will not accept Quicktime video files.
- If the presentation uses anything other than the very basic Windows fonts, please include file copies of the font (\*.ttf) files with the PowerPoint program. *We recommend standard Windows sans serif type faces like Arial.*

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#### SPEAKER READY HOURS

Thursday, October 7 12:00-17:00

Friday, October 8 07:00-17:00

Saturday, October 9 07:00-17:00

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**Technical Questions:** If you have technical questions, please e-mail Jullie Shull at [jshull@integratedevents.com](mailto:jshull@integratedevents.com) . Copy Phil Haney at [haney@integratedevents.com](mailto:haney@integratedevents.com).

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**Equipment:** A central computer, laser pointers and microphones will be available to all presenters. All videos should be either wmv, avi, or mpeg or mpeg 2 only and should be embedded in PowerPoint. If your presentation requires any other format, please contact the ISHA Program Office.

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ANNUAL SCIENTIFIC MEETING  
**ISHA 2010**   
OCT 8-9, 2010 CANCUN • MEXICO

**Questions?**

Please contact the ISHA Program Office with any questions you may have as the Annual Scientific Meeting approaches. **The BEST method for contacting the office is via e-mail to [katie@mcjconsulting.com](mailto:katie@mcjconsulting.com) or via fax at +1 925-807-1194.** Written correspondence should be directed to the following address:

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San Ramon, CA 94583  
USA  
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Thank you for your contribution to the ISHA Annual Scientific Meeting. We look forward to a successful and informative meeting.

