

## SIIM 2007 Speaker Presentation Guidelines

This document provides guidance for preparing your presentation for the SIIM 2007 meeting in Providence, RI, June 7-10, 2007.

### General Guidance:

All presentations for the SIIM 2007 meeting must be prepared using computer presentation software. No slide projectors or overhead projectors will be available at SIIM 2007. All presentations must be made using Microsoft PowerPoint presentation software on a PC. No Macintosh computers will be available at the meeting.

The standard room setup for the SIIM 2007 meeting includes the following:

- Podium
- Podium Microphone
- Laser Pointer
- Core 2 Duo, 2.4 GHz, 2 GB computer with monitor
- LCD projector
- One projection screen

### Presentation Preparation:

A. Software. The SIIM provided computers will include Windows 2000, MS Office 2003, PowerPoint 2003, Adobe Acrobat Reader 7, Windows Media Player, QuickTime for Windows, Real Player.. Other presentation programs will not be available.

B. Resolution. The LCD Projector will be set for handling a resolution of 1024x768. They are capable of handling 800x600 resolution, but the machine will have to do an automatic reconfiguration. To avoid delays or interruptions, it is recommended that presenters develop their presentations using 1024x768 resolution.

C. Slide Template. SIIM has prepared a PowerPoint template that speakers are welcome to use – it is available on the SIIM ftp site (see access information below). You are welcome to use your own template, though please follow our general rules:

- Please try to use a basic background scheme, without changing the background on each slide.
- Please use a dark background color with a light text color, like white or yellow. Do not use red or green.
- Logos are to be limited to only the introductory slide. Do not use your company's logo on any slide beyond the introductory.

D. Fonts. Fonts seem to be a continual problem with PowerPoint. We strongly recommend using a conservative sans serif font, like Arial or Helvetica. Please try not to use smaller than a 24-point font size.

If you use a non-standard font you will need to embed the fonts in your presentation for it to format properly on the SIIM computers. One of the “save as” tools includes the option of embedding truetype fonts within your presentation. Under the “File” menu, choose “Save As”. On the “Save As” pop-up screen, select “Tools” on the menu bar and then “Embed Truetype Fonts” on the pull down menu.

When you embed fonts, PowerPoint will provide a pop-up alert and list any fonts that are not capable of being embedded. Make a note of the fonts that are not embedded. Either change the fonts to a truetype font and re-embed or include a separate copy of the fonts with the backup of your PowerPoint presentation.

E. Macintosh Computers. If you are producing your presentation on a Macintosh computer, there should be no problems in transferring to a PC-based computer. However, there are occasional glitches that turn up in the transfer process. It is very important to preview your presentation in the Speaker Ready Room on the PC’s and make any adjustments that may be required.

If you are running movies developed on a Macintosh, please note that QuickTime is not native to the PC environment. It is suggested that the best way to handle Mac-based movies is to create the movies as AVI files. In addition, it is recommended that Cinepak be used for compression and not Sorenson.

Also, please be sure to use image formats that are cross platform compatible, such as JPG, GIF, or BMP.

### **Transferring Your Presentation**

Please use the SIIM ftp site for uploading your presentation. We ask that you upload your PowerPoint slides by Wednesday, June 6, 2007 to ensure that we have your presentation loaded on the AV network and will be fully ready for your presentation.

Please contact the SIIM office at [SIIM2007@siimweb.org](mailto:SIIM2007@siimweb.org) if you plan to use the ftp site.

We ask that you still bring a backup of your presentation with you to the meeting. Please bring an electronic copy of the final presentation on disk, CD-ROM, or USB flash drive. NOTE: if you create a CD, be sure to CLOSE or FINALIZE the CD before you end your session. If this step is not accomplished it will be impossible to read your CD on the AV computers.

If you are unable to upload your presentation to the ftp site by Wednesday, June 6, then please bring an electronic copy of the final presentation on disk, CD-ROM, or USB flash drive to the speaker ready room at least 24 hours in advance.

SIIM will be using an AV network to link the Speaker Ready Room and all halls, ballrooms, and meeting rooms in which presentations are to be made. Please visit the Speaker Ready Room to ensure that your slides have been received successfully. You

will be able to use computers in the Speaker's Ready Room to view and edit your presentation. These computers will be configured identically to the presentation computers in the meeting room. In addition, USB flash drives will be available to facilitate transfer of files from your computer to the AV computers. AV technical staff will be stationed in the Speaker Ready Room to assist in transfer of your presentations to the network for final review and dissemination to the client computers in the meeting rooms.

The Speaker's Ready Room is to be Meeting Room 554 A/B at the Rhode Island Convention Center. Speaker Ready Room Hours are:

Wednesday, June 6	4:00 pm - 8:00 pm
Thursday, June 7	7:00 am - 5:00 pm
Friday, June 8	7:00 am - 5:00 pm
Saturday, June 9	7:00 am - 5:00 pm
Sunday, June 10	7:00 am - 10:00 am

To improve the flow of the sessions, all presentations will be loaded onto and run from the AV computers to the maximum extent possible. All presentations will be hyperlinked to a session agenda slide show so that the presentations will be a seamless flow from the opening agenda to each presentation in the session.

For presentations that need special software or capabilities not resident in the SIIM computers, an SVGA switch device will be provided in each meeting room. Please contact the SIIM office and let us know of any special requirements so that we can make sure that the AV staff is prepared to support any adjustments that may be required. Internet connectivity is not provided in meeting rooms and if necessary for your presentation, requires a special request.

### **Making Your Presentation**

Arrive at the meeting room at least 15 minutes prior to your scheduled presentation. An AV technician will be stationed in the room. Please contact the AV technician to go over the room setup, monitor location, mouse setup, and laser pointer operation.

A computer monitor will be provided in each meeting room to make it easier for the presenter to see their presentation while they make their talk. It is important to talk into the microphone and not turn your head to look at the screen.

Please rehearse your presentation and make sure that it fits within the allotted time span. This year SIIM is audio taping most of the sessions within the SIIM Annual Meeting for pod casting/slide presentations on the SIIM website later this summer. Though we have received your signed release form, please let us know prior to your presentation if for some reason you do not want your talk included on the SIIM Website after the meeting. We are also requesting that you be sure to load your PowerPoint presentations on the

speaker ready room server prior to your talk, and repeat any questions from the audience prior to answering them.

For continuing education requirements all SIIM attendees will be required to track their session attendance at the SIIM 2007 Annual Meeting. Your Session Chair will announce the continuing education tracking number at the conclusion of your session. SIIM will have an opening slide that will link to each speaker's presentation in your session. At the conclusion of your 1.5-hour session, the final slide will be the Continuing Education Tracking Number for your session. The number should also be announced to all in attendance by the final speaker or the chair of the session.

A **Faculty Lounge** is available for all speakers this year in Room 558 A/B in the Rhode Island Convention Center.

Thank you and please contact the SIIM office at [siim2007@siimweb.org](mailto:siim2007@siimweb.org) or 703-723-0432 x305 with any questions

---