

ASCVTS 2014 Oral Presentation Guidelines

Timing of Oral Presentations

- 6 minutes to present
- 2 minutes for Q&A

Applicable to all contributed papers.

Submitting Your Presentation

Speaker Ready Room:

All speakers must check in at the Speaker Ready Room preferably the day before your session to preview your presentation. If you are checking in on the day of your session, please come by at least 4 hours prior to the start of your session. Technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary. **If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. Do not bring a laptop or other media device directly to the session room.**

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

Please also note that Apple Mac computers will be also provided at ASCVTS 2014 meeting rooms and at the Speaker Ready Room.

During Your Presentation:

Once the presentation is launched, the speaker will control the program from the podium using a Slide navigator.

***If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that may be required.**

Additional Information

Security:

Speakers are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room. Recording devices such as cameras are not permitted in the Speaker Ready Room. All presentation files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.

A/V Contact Information:

For questions regarding oral presentations please email secretariat@ascvts2014.org