



## Speaker Instructions

### Onsite Preparation

During the World Glaucoma Congress the Speaker Ready Room (**Press room**) can be found on the 1<sup>st</sup> floor of the Messukeskus Expo & Convention Centre. From this room all presentations will be distributed to the different meeting rooms.

You can bring your presentation to the Speaker Ready Room on CD-Rom / DVD or USB memory stick. Initial submission is preferred to be done at least 24 hours before your presentation is scheduled. **Final submission should be done in the Speaker Ready Room at least 3 hours before your presentation starts. It is not possible to upload your presentation in the rooms.**

### Key Points

- All presenters must check into the Speaker Ready Room, (**Press room**), at least **3 hours** prior to their session time. Submission and initial review of files is required at this time.
- All presentations will be played on **PowerPoint 2013** or Acrobat Reader 10 for PC
- The screensize in the rooms are **16:9**; please select this setting in your PowerPoint before your start creating your presentation
- Only video codec's and fonts as detailed in below will be supported
- PowerPoint for MAC files should be tested on a PC before attending the event
- Keynote for MAC will **not be supported**, it must be exported to PowerPoint
- The use of your own laptop during your presentation is NOT possible.

### Before you arrive at the Congress

**Multiple Presenters:** *Please do not combine multiple presenters' PowerPoints into one file and then submit under one name. Our system manages presenters individually and any co-presenter will not be able to logon to edit the combined presentation.*

**Backup:** Copy your PowerPoint and all movies to a folder on a USB flash drive, CD or DVD. PowerPoint prior to 2010 does **NOT** embed movies and even PowerPoint 2010 doesn't always either. They must all be placed in the same folder as your PowerPoint. In case the movie is NOT embedded in your presentation, please mention that to the technician in the room in order for him to help you.

### At the Congress

The Speaker Ready Room will be staffed with technicians that can assist with any compatibility or formatting issues. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session. Be sure to click the green "save/logout" button on the top of the screen.

### Speaker Ready room (Press Room) opening times:

Wednesday 28 June: 6.30 am - 6.00 pm

Thursday 29 June: 6.45 am - 6.00 pm

Friday 30 June: 6.30 am - 6.00 pm

Saturday 1 July: 7.30 am - 12.00 pm



## In the Session Room

Please arrive at your session meeting room at least **30 minutes** before the start of your session. Take time to familiarize yourself with the setup at the lectern. Click your session time on the monitor, click your name on the display, and your PowerPoint will launch automatically. At the end of your presentation, press **escape** and the display will return to the list of presenters in that session.

The session room is equipped with the following:

- Laptop
- Data projector
- Lectern microphone + 1 handheld microphone
- Laserpointer/clicker from the laptop with the mouse
- Confidence monitor and timer

A technician is available in the room at all times.

## Speaker Ready Room

In the Speaker Ready Room you will receive a login and password to login to one of the computers. On these computers you can upload your presentation. In case you would like to show a movie during your presentation and this movie is NOT embedded in your presentation we kindly ask you to mention that the technician in the room. Someone will help you to embed the movie in the presentation.

In the SSC we will show you what the laptop on the lectern will show, so that you can make yourself familiar with the presentation laptop prior to your presentation.

## Optional Information

### Considerations for Mac Users

**Pictures:** If you use a version of PowerPoint prior to 2008, please be sure any embedded pictures are not TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, this is no longer an issue, and any inserted image will be compatible.

**Movies:** Quicktime Pro 7 can natively export MOV, DV, QT files as MP4 files with either H264 or MPEG4 compression, or as AVI with DV compression.

To export to MP4 file format using either H264 or MPEG4 compression;

1. Open up your .mov or .QT file in QuickTime Pro 7. Click "File" at the top, then click "Export".
2. Click the down arrow of the "Export:" box right side and select "Movie to MPEG-4". Then click the "Options" button.
3. Select "MP4" as the "File Format" in the "MPEG-4 Export Settings" dialog-box to choose the codec that you want to use for the compression.
4. For the "Video Format" set it to "MPEG-4 Improved", and select the "Image Size" as "Current" and then set the "Data Rate" changes 1500 for SD videos or 5000 for HD videos.
5. For the "Frame Rate" set it to "Current" and "Key Frame" to "Automatic".
6. Click "OK" to close the "MPEG-4 Export Settings" dialog-box.
7. Choose the folder you'd like to export the video to, set the file name, and finally click "Save" to begin the export process.

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos.

**Keynote Users:** Keynote will not be accepted since it cannot be played back on PC. Please export your presentation as a PowerPoint. If you are having any issues you can send an email to email ACS



### *If your presentation includes movie, audio or other video formats*

**Movies:** The preferred format is Windows Media Video (WMV). Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as WMV, MPG, MP4 (H.264 or MPEG4 codecs), or AVI (Divx, Xvid, or WMV codecs).

**Audio:** The preferred format for audio files is Windows Media Audio WMA and MP3. We can only accept files created as WMA, MP3, WAV, M4A & AAC. Given ample time it's possible other formats can be supported via conversion in the Speaker Ready Room.

Flash content (SWF) is supported but must be tested as conversion may be required.

**Apple Quicktime** formats such as MOV, QT, MP4, or DV files are NOT fully supported in Windows PowerPoint 2010. Options to convert these movies to a Windows compatible AVI/MP4/WMV are discussed below in Considerations for Mac Users.

**DVDs:** 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.

**Fonts:** We only support fonts that are included with Office 2003/2007/2010/2013. If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: <http://support.microsoft.com/kb/826832/en-us>

### *General tips for presentations*

#### **The Audience**

Your audience at the World Glaucoma Congress will be composed of general ophthalmologists, glaucoma specialists, optometrists and vision scientists. Your presentation should speak to both the comprehensive ophthalmologist as well as the sub specialist.

There is no capability for dual screen, side-by-side comparisons, or the ability to show videotape simultaneously with PowerPoint slides.

#### **Preparing Your PowerPoint Presentation**

This section contains some helpful information in preparing your PowerPoint presentation.

#### **General PowerPoint Tips:**

The graphics you project on the screen should help clarify ideas, emphasize key points, show relationships, and provide the visual information your audience needs to understand your message.

- Keep visuals CLEAR and SIMPLE. Abbreviate your message.
- Simple graphs, charts and diagrams are much more meaningful to an audience than complex, cluttered ones. (Avoid the "Eye Chart")
- Avoid the overuse of too many colours, patterns and graphics in one frame.
- Use a minimum of words for text and title frames. Five to eight lines per frame and five to seven words per line are the maximum – less is better.
- Upper and lower case lettering is more legible than all capital letters.
- Vary the size of lettering to emphasize headings and subheadings – but avoid using more than three font sizes per frame.
- Sans serif type projects better and is easier to read.
- Try to maintain the same or similar type size from frame to frame – even if some frames have less text – avoid a "lonely" word on a screen.
- Try to keep all type horizontal to the page, even with charts.
- Contrasting colours work best. A good rule of thumb: use a dark background colour with lighter colour for text and graphics
- Highlight your main point or heading with a dominant colour (example: yellow heading, white body).
- Avoid intensely bright or saturated colours that compete with the text.



- Keep colour scheme consistent throughout your presentation. Changing colours and type styles can be very confusing and distract from your message.

#### Some general options to consider:

- **Cool Colours:** (most effective background colours - blue, turquoise, purple, magenta, etc.) These colours appear to recede or draw away from the eye – allowing the text to appear more readable. In one study, it was found that the most effective background colour for projection is blue.
- **Graduated Backgrounds:** A background that transitions smoothly from lighter to darker shades of the same hue can be an effective background. Some software packages will even allow the gradation from one color to another.
- **Textured Backgrounds:** A textured background can be combined to create an interesting image, but remember that you want the background to be just that – a background. It shouldn't call attention to itself or cause clutter or confusion, but instead, enhance the foreground data.
- **Photographic Materials:** In addition to the use of graphics, photographs can provide an excellent means for communication - "one picture is worth..." Combined with simple, straightforward graphics, illustrations, cartoons and artwork, photos will bring another dimension to your presentation.

Your visual elements communicate more than the information for your presentation - they are part of your style, your flair and should be a reflection of your personality. Make them clear, make them readable and make them interesting. It will pay off in the long run and ensure that each presentation you make is your best.

#### Opening Remarks

Salutary remarks are at your discretion and are often directed to the chair(s). It is not necessary to acknowledge the co-authors by name in the introductory remarks as they are listed in the program.

**Microphones:** The lectern microphone will adequately pick up sound when the speaker turns to look at the projection screens; it is unnecessary to lean into or to adjust the microphone.

**Laser Pointer:** The laser pointer should aid the presentation, not be a distraction.

**By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to [email](#)**