

## AUDIO VISUAL GUIDELINES

The 202 ACS Quality and Safety Conference will utilize a Presentation Management system that allows for advance submission of presentations, review of presentations in the Speaker Ready Room, and the networked transfer of presentations into each session room. Speakers will present from the podium using the Presentation Management software.

### EQUIPMENT PROVIDED:

The following audio visual equipment will automatically be provided in the General Session room:

- x Presentation computer at tech table equipped with the following: Intel i7 processor with 16GB Ram, Windows 10, MS Office 2019, Windows Media Player, and Quick Time Player
- x Monitor and remote mouse (for slide advancing and use as screen pointer) at podium
- x Confidence monitor of presentation for panel
- x Speaker timer
- x LCD projectors and screens
- x

automatically be provided in the Breakout Session rooms.

## **AUDIO VISUAL GUIDELINES**

When building your presentation, all files (PowerPoint and any external, i.e. video files) associated with your presentation must reside in the same folder. If you are speaking in more than one session, please organize and clearly label your presentations in separate folders. When preparing presentations 34eeas1.4 e miessi41.5 (C

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### POWERPOINT PRESENTATION CREATION GUIDELINES:

- x **References:** All sources, including images MUST

