



27th International Meeting on Advanced Spine Techniques (IMAST)

April 1-4, 2020

Athens, Greece

#### AV Guidelines for Podium Presentations

*Please review carefully!*

**Number of Slides**

* 4-minute podium presentations are limited to 20 slides.

1st Slide – Must include title and authors of the abstract

2nd Slide – Disclosure of relevant commercial relationships

Last Slide – Should include references.

**Presentation Submission**

* Advance submission of your podium presentation is only necessary if requested by the SRS CME Committee.
* The speaker ready room upload site will close on **March 26, 2020**.

**General Preparation Guidelines for Podium Presentations**

* Presentations should be in **16:9 format (widescreen)**.
* Presentations should be created using only Western English alpha-numeric characters.
* Slides are useful if they contain only enough information to illustrate one major idea, are visible even in the last row of a large auditorium, and show something that can’t be explained as well without a slide.
* Keep the layout simple, with plenty of open space. Space between lines should be at least the height of a capital letter.
* Limit messages on slides to seven lines or less. Do not use more than seven words per line.
* Two or more simple slides are better than one complicated slide.
* Keep illustrations simple.
* Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
* Clinical slides should be slightly overexposed to give a readable picture. Make sure slides are not dark and underexposed.
* SRS recommends a sans serif typeface, such as Helvetica or Arial.
* Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid red and green text in consideration of those individuals who are colorblind and cannot register these colors.
* Darker saturated backgrounds work best. Whenever possible, test on a projection system.

### **Technical Requirements for PowerPoint Presentations on the Central Computer System**

* Computer presentations must be in PowerPoint for Windows format, on a PC or USB Thumb Drive.
* SRS will provide PC’s operated by technicians in the room. Presenters will advance their “slides” from the podium using a mouse connected to the presentation computers.
* Mac users can provide their presentations in USBs that are MAC formatted.
* Be certain that your slides are formatted for electronic projection. To do so, click “File” on the menu bar, then “Page Setup”, slides sized for “On-screen Show.” You may have to resize the content of Your PowerPoint Presentation to fit the new screen format.
* When naming your PowerPoint Presentation, use only Western alpha-numeric characters. Do not use characters that incorporate a dash, dot or backslash, etc. as part of the character (i.e., å or à or / or \ or – or).
* Place all audio and video clips linked with the PowerPoint presentation into a single file folder. Video files should be AVI or MPEG1, not MPEG2.
* If bringing your presentation onsite, please bring all media on a USB Thumb Drive.
* If a presentation uses fonts other than the basic Windows fonts (Arial, Times Roman, etc.) please copy these fonts in a folder along with the presentation. You will find these fonts located at C:\Windows\Fonts. (The fonts will have .tff as their file extension.)

Questions: If you have technical questions with your presentation upload, please contact John Charlebois at jc@integratedevents.com If you have questions about the program, please email meetings@srs.org or call 1-414-289-9107.