



Society for Clinical Vascular Surgery

35th Annual Symposium

March 21-24, 2007

Walt Disney Swan • Orlando, Florida

2007 SPEAKER GUIDELINES

Updated 12/28/2006

The *Society for Clinical Vascular Surgery* is pleased to have your active involvement during its 35th Annual Symposium, March 21-24, 2007, at the Walt Disney Swan Hotel, Orlando, FL. The guidelines provided here will enable our technical team to support you effectively, and also gives them the opportunity to uncover any glitches in advance.

INVITED SPEAKERS, MODERATORS & AUTHORS

Please stop by the **Speaker Ready Room** and check-in upon your arrival at the meeting. We simply need to confirm your arrival and participation. The Speaker Ready Room is located in the Pelican 2.

PRE-LOADING PRESENTATIONS

Your presentation is required to be loaded onto the meeting computers the day prior to your scheduled talk. Submitting your presentation ahead of time on the meeting computers ensures your presentation will not have unexpected problems in the display of graphics, fonts or embedded movies.

If there are problems with loading, the technical staff will be in touch with you immediately. Send your presentation to hwood@prri.com. If your presentation is a large file or has imbedded video, please send it on CD or accepted format to: Heather Wood, SCVS Administrative Offices, 900 Cummings Center, Suite 221-U, Beverly, MA 01915.

PLEASE NOTE: In the interest of program continuity and technical support, no personal laptops will be permitted.

DAY OF PRESENTATION

Reserved seating for authors and invited speakers is in the front rows of the session room, enabling quick access to the stage. Signs will read **“Reserved”** Please utilize this seating for the session in which you are presenting (and kindly choose another seat during the next session). This will improve our logistics and enable moderators to keep the overall program on schedule without cutting short any of the discussion periods.

SCIENTIFIC SESSION ROOM ACCESS

Scientific Sessions will be held in the Swan 5. Set-up will be complete on Wednesday, March 21st at 8:00 am for anyone wishing to spend a few minutes of informal rehearsal.

HOW IT WORKS

There will be a single laptop computer at the podium. This laptop is connected via a network to the computers located in the Speaker Ready Room. Once your presentation has been checked in by the appropriate graphics operator, it will be loaded onto the main podium computer where

it can easily be launched. This procedure eliminates mishaps that can occur due to incompatible devices/ software and also ensures the flow of the meeting is not interrupted.

SPEAKER READY ROOM HOURS

The Speaker Ready Room will be located in the Pelican 2. Speaker Ready Room hours are as follows:

Tuesday, March 20 th	2:00 pm – 5:00 pm
Wednesday, March 21 st	10:00 am – 5:30 pm
Thursday, March 22 nd	7:00 am – 12:00 pm
Friday, March 23 rd	7:00 am – 5:00 pm
Saturday, March 24 th	7:00 am – 12:00 pm

FORMATS ACCEPTED

- Floppy Disk
- CD-ROM
- USB Mini Hard Drive
- ZIP Disk 1.0, 2.0
- Firewire Drive

If you use a program like DirectCD (which allows you to drag and drop files to your CD), it is necessary to finalize the session. If you are using this program, or one similar, you will get a message when you eject the CD asking if you would like to leave the CD as is, or finalize the disk to be read in all standard CD-ROM drives.

GRAPHICS/MOVIES

If you have a large amount of graphics (10+), it is recommended that you compress the pictures to reduce the overall size of the presentation before saving your final presentation. To compress graphics:

- Select the picture in *PowerPoint*
- Select Format Picture from Format menu
- Choose Compress
 - Select Web/Screen resolution
 - Choose Compress Pictures and Delete cropped areas
 - You can compress all pictures in your file at this time
 - Check that you are happy with the end result in *PowerPoint* before saving

If movies are included in your presentation, please include the .mpg or .avi files on the CD along with the *PowerPoint* presentation file.

SET DISPLAY TYPE

Slides should be sized for On-Screen Show, not 35mm slides.

To set display type:

- Choose Page Set-up under File Menu
- Choose On-Screen Show under Slides sized for menu

Good luck, and if at any time you need additional support on-site, a technician will be available in the Speaker Ready Room to assist you.