



RILLAHAN & ASSOCIATES  
FULL SERVICE AUDIO VISUAL PROVIDER  
SOCIETY FOR VASCULAR SURGERY'S  
ANNUAL MEETING & EXPO  
JUNE 5-8, 2008  
SAN DIEGO CONVENTION CENTER

## **SPEAKER GUIDELINES**

The Society of Vascular Surgery is pleased to have your active involvement during our annual meeting, June 5 - 8 in San Diego, California. 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.

### **FACILITATORS, MODERATORS & PANELISTS**

Please stop by the Speaker Ready Room and check-in upon your arrival at the meeting. We need to confirm your arrival and participation.

### **PRELOADING 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.

You may submit your presentation prior to the meeting via e-mail to ***Presentations@Rillahan.com***. Please identify the subject as 2008 Vascular Presentation and give your full name, speaking date and presentation title in the text of the e-mail.

### **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 graphics operator, it will be loaded onto the main podium computer. This procedure eliminates mishaps that can occur due to incompatible devices and software and also ensures the flow of the meeting is not interrupted.

### **SPEAKER READY ROOM HOURS – San Diego Convention Center, Room 14B**

Tuesday, June 3, 3:00 PM – 6:00 PM (Postgraduate Course Only)

Wednesday, June 4 – 7:00 AM – 5:00 PM

Thursday, June 5 – 6:30 AM – 5:30 PM

Friday, June 6 - 6:00 AM – 6:00 PM

Saturday, June 7 – 6:00 AM – 6:00 PM

Sunday, June 8 – 7:00 AM – 11:00 AM

## **FORMAT GUIDELINES**

PowerPoint Presentations

## **FORMATS ACCEPTED**

USB Flash Drive

CDROM

External USB Hard Drive

## **GRAPHICS**

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 power point before saving.

**Video Clip Format:** The recommended file format for video clips to playback in a PowerPoint presentation is mpg, mqv or avi.

Video files are created by complex methods of compressing (for recording) and decompressing (for playback) the digital information included in the video clip. Each method, or equation for compressing and decompressing these files, is commonly known as CODECs. Windows includes a set of 32-bit software CODECs for both video and audio, but many programs and video capture systems employ their own proprietary CODEC for making movies. You can play that video on that computer because the multimedia program has installed the proper CODECs to handle videos that it creates. However, if you open that same video on a different computer that does not have the multimedia program installed, the video will not play.

Therefore, your video must be encoded using a CODEC that is standard on a Windows computer.

**VIDEO/AUDIO:** Because PowerPoint does NOT embed audio or video clips within PowerPoint (the files are actually linked), it is important that you *include all relevant audio or video clip files* when you copy your presentation to external media or upload/email files prior to presentation.

## **FOR MAC USERS**

Save your files to run on a PC. Quicktime Movies (.MOV) will not play in the PC version of PowerPoint. If you can convert your videos to MPEG or AVI files, please do so. If you cannot create MPEG or AVI video files, please ensure that your presentation arrives to us with enough time for us to make the conversions.

“Drag and Drop” placement of images is also not supported in the PC version of PowerPoint. Please use the “Insert” drop down menu when placing graphics into your presentation.