



**AMERICAN COLLEGE
of SPORTS MEDICINE®**
LEADING THE WAY

FREE COMMUNICATION/SLIDE SESSIONS

Free Communication/Slide Session Format

Each speaker has been allocated exactly 10 minutes for an oral presentation, plus an additional five minutes for questions and answers. Session chairs will use timers to keep the program on schedule.

The information you provide attendees during your presentation is very important. Consider ending on a conclusion slide that gives your audience a take-home message. This simple request, if adhered to by most speakers, should have a profound and favorable impact on our educational programming.

As a professional courtesy, and to enhance the discussion, all presenters are required to remain in attendance during the entire session.

AV Equipment in Meeting Rooms

Flat monitor and mouse, floor lectern with microphone, laser pointer, screen (16:9 format), speaker timer, audience microphone

Laptops

Personal laptops cannot be used in the session rooms. You must load your files via the Speaker Ready Room. However, support is available in the Speaker Ready Room for file transfers from your laptop. You should still bring a backup of the presentation on alternate media. Please make sure you have all power, video, and networking adapters with you.

Slide Instructions

LCD projection will be provided for Free Communication/Slide, Clinical Case, and Rapid Fire Platform sessions. Below are instructions and recommendations for presentations that include slides.

During Your Presentation

Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on a keyboard.

How to Submit Your Slides

In early May, you will be contacted by email with the opportunity to upload your presentation in advance of the meeting.

Speaker Ready Room

You are required to check in at the Speaker Ready Room 24 hours prior to your session. Checking in at the Speaker Ready Room is the most important step you will take to ensure a successful presentation.

All presenters are required to check in to the Speaker Ready Room, preferably the day before. If you are unavoidably delayed, you must still go directly to the Speaker Ready Room. **Do not bring a laptop or other media device to the session room.** It is very possible that your laptop may not be compatible with the system computer, and this could cause a malfunction and difficulties in presenting your materials.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly. The computers in the meeting rooms are the same as the computers in the Speaker Ready Room, therefore:

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

Speaker Ready Room Hours

Tuesday, May 30 — noon to 5 p.m.

Wednesday, May 31 through Friday, June 2 — 7 a.m. to 5 p.m.

Please refer to the mobile app for the location of the Speaker Ready Room.

On-site Submission

Check in at the Speaker Ready Room preferably the day before your session to submit your files and to preview your presentation. If checking in on the day of your session, please come by at least 4 hours prior to the start of your session (note: this refers to the session start time, not the presentation start time). The AV technicians will assist with the upload of your files and provide the opportunity to preview and/or edit the presentation as necessary.

Bring a Backup

Be sure to bring a backup copy of your presentation with you to the meeting. If you plan to upload files on-site, bring two copies.

Security

- Presenters are required to provide identification in order to submit their presentation as well as to access it in the Speaker Ready Room.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files are deleted at the end of the conference, unless permission has been granted to the conference association to retain the presentation files.