



2008 SPEAKER GUIDELINES

Updated 10/31/2007

The *Society for Clinical Vascular Surgery* is pleased to have your active involvement during its 36th Annual Symposium, March 5-8, 2008, at Caesars Palace Hotel in Las Vegas, NV. 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 Regalium room on the Palace Promenade Level.

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.

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

SCIENTIFIC SESSION ROOM ACCESS

Scientific Sessions will be held in the Tiberius Ballroom. Set-up will be complete on Wednesday, March 5th 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 Regalium room. Speaker Ready Room hours are as follows:

Tuesday, March 4 th	2:00 pm – 5:00 pm
Wednesday, March 5 th	9:00 am – 5:30 pm
Thursday, March 6 th	7:00 am – 12:00 pm
Friday, March 7 th	7:00 am – 5:00 pm
Saturday, March 8 th	6:30 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.