



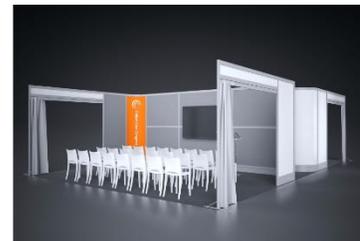
## Research Snapshot Theaters

Research Snapshot Theaters will showcase Research Snapshot award winners and authors of all accepted abstracts and case reports. These presentations are an opportunity for presenters, moderators, and meeting attendees to interact and discuss the research accepted to the Congress program. Moderators will be present to facilitate discussion of all abstracts within your assigned session.

Presentations will be held in designated sections of the Exhibit Hall on Sunday, February 25 through Tuesday, February 27, 2018. You will have an electronic display of your research in the form of multiple PowerPoint slides displayed on a TV monitor within the Research Snapshot Theater. Your presentation should be more detailed than your original abstract submission and should provide a summary of your abstract research beyond the 2,200 characters.

**Please see below for presentation preparation details.**

- During the assigned session (view in your Ready Room), presenters are expected to present their research. Please plan to remain in the theater for the entire session as there may be attendees who arrive late and want to discuss your research.
- Be prepared to discuss your abstract concisely within 7 minutes: 10 slides maximum for a 4 -minute presentation and 3 minutes for Q&A.
- If you have more than one abstract to present at the same day and time, you are responsible for assigning a coauthor to present.
- Presenters will only be required to present their abstracts on the scheduled day and time found in your Ready Room.
- Under no circumstances will changes be made to the schedule.
- Please see the below details for information on formatting your slides.



Please prepare a PowerPoint presentation according to the timeframe above. Slides are due to be uploaded by **2/14/18**.

## **Presentation Technical Requirements:**

All session room machines will now project in a WIDESCREEN 16:9 format [rectangle]. This format must be selected under the PAGE SETUP option prior to creation of the presentation.

- For PowerPoint 2010 and 2007, on the "Design" tab, click on "Page Setup". In the drop down box, select "On-Screen Show (16:9)" and click "OK."
- If you are using Office 2003, click "File" and select "Page Setup" and then enter in "10" in the first field and "5.63" in the second field and click "OK."
- If you make this change on an existing presentation, your slides will expand to the new size. If you have any photos in an existing PowerPoint, they might need to be resized so they do not appear stretched. Check animations to ensure the elements line up correctly.

PC PowerPoint users, Office 2007 and all subsequent versions allow the embedding of True Type fonts. When saving your version that will be used for presentation, please choose SAVE AS then select TOOLS then SAVE OPTIONS then EMBED FONTS IN FILE and select EMBED ALL CHARACTERS.

Web address and e-mail addresses may contain HYPERLINKS. If you have either one, please highlight the text and REMOVE HYPERLINK. An accidental click on this could interrupt your presentation.

**Backup:** Please bring a copy of your presentation with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB flash drive.

## **Presentations Containing Video Files**

The recommended video formats are:

- PC - Windows Media Video (.WMV)
- PC - MPEG4/AVC (.MP4)
- Mac – QuickTime H.264/AAC (.MOV)

Video files prior to Office 2010/2011 are not embedded into PowerPoint and must be submitted with the PowerPoint file. All video files should be in the same folder as the PowerPoint file. Even if Office 2010 for PC or Office 2011 for Macintosh is being used, please bring a copy of the video files.

**Presentations containing video files must be tested in the Speaker Ready Room as early as possible.** Videos that fail to display properly on the provided machines can take hours to fix in some cases. The Speaker Ready Room will be staffed with technicians who can assist with any compatibility or formatting issues. Test your videos to make sure they display properly.

## Access the Abstract Site

**Step 1:** Log into [MySCCM](#) and go to 'My Involvement' click on the 'Manage Abstracts' at the bottom right.

**Step 2:** Once logged in, click on the link for Faculty Ready Room to upload your PowerPoint file to the site.

**Step 3:** Click on 'Upload Presentation' next to your abstract (in orange) and select your PowerPoint.

## Congress Registration

Please note registration to Congress is mandatory for those presenting their abstracts, and early registration is suggested. Detailed information regarding the Congress is available at [Congress Registration](#)