



The 17th International Meeting on Advanced Spine Techniques

July 21-24, 2010

Toronto, Canada



AV Guidelines for Oral (Paper) Presentations

Please review carefully!

Number of Slides

- 4-minute paper presentations are limited to 20 slides.
1st Slide – Must include title and authors of the abstract.
Last Slide – Should include references.
- Please note that an additional slide including all authors' financial disclosures will be inserted at the beginning of your talk for brief display at the start of your presentation. Financial disclosures were collected at the time of abstract submission. If you have any corrections to make to your disclosure statement, please send them to the SRS Office at meetings@srs.org

Presentation Submission

- Advance submission of your paper presentation is REQUIRED by July 1, as ACCME guidelines now require that CME-providers review presentation content prior to the educational activity.
- Please note that paper presentations will be reviewed in advance of the meetings by the SRS CME Committee and that presenters will be REQUIRED to pre-upload their PowerPoint presentations to the Online Speaker Ready Room no later than July 1, 2010 to facilitate this review. Please prepare yourselves for this change and allow time to complete your presentation in advance.

General Preparation Guidelines for Oral Presentations

- Presentations should be created using only Western English alpha-numeric characters.
- Slides are useful if they contain only enough information to illustrate one major idea, are visible even in the last row of a large auditorium, and show something that can't be explained as well without a slide.
- Keep the layout simple, with plenty of open space. Space between lines should be at least the height of a capital letter.
- Limit messages on slides to seven lines or less. Do not use more than seven words per line.
- Two or more simple slides are better than one complicated slide.
- Keep illustrations simple.
- Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- Clinical slides should be slightly overexposed to give a readable picture. Make sure slides are not dark and underexposed.
- SRS recommends a sans serif typeface, such as Helvetica or Arial.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid red and green text in consideration of those individuals who are colorblind and cannot register these colors.
- Darker saturated backgrounds work best. Whenever possible, test on a projection system.

Technical Requirements for PowerPoint Presentations on the Central Computer System

- Computer presentations must be in PowerPoint for Windows format, on a PC CD-ROM, or USB Thumb Drive.
- SRS will provide PC's at the projection platform. Presenters will advance their "slides" from the podium.
- Use only Microsoft PowerPoint. Mac users must submit their presentations on a PC formatted CD.
- Be certain that your slides are formatted for electronic projection. To do so, click "File" on the menu bar, then "Page Setup", slides sized for "On-screen Show." You may have to resize the content of Your PowerPoint Presentation to fit the new screen format.
- When naming your PowerPoint Presentation, use only Western alpha-numeric characters. Do not use characters that incorporate a dash, dot or backslash, etc. as part of the character (i.e., & or à or / or \ or – or).
- Place all audio and video clips linked with the PowerPoint presentation into a single file folder. Video files should be AVI or MPEG1, not MPEG2.
- If bringing your presentation onsite, please bring all media on a CD-ROM or a USB Thumb Drive. If using a CD, use a CD-R, not a CD-RW. Use only PC formatted disks.
- If a presentation uses fonts other than the basic Windows fonts (Arial, Times Roman, etc.) please copy these fonts in a folder along with the presentation. You will find these fonts located at C:\Windows\Fonts. (The fonts will have .ttf as their file extension.)

Questions: If you have technical questions with your presentation upload, please contact Alan Dwan at dwan@integratedevents.com. If you have questions about the program, please e-mail Megan M. Kelley at mkelley@srs.org or call 1-414-289-9107.