



**ANNUAL ACS SURGICAL SIMULATION SUMMIT
MARCH 20 – 21, 2025
AUDIO VISUAL GUIDELINES**

ASSEMBLE YOUR PRESENTATION

It is REQUIRED that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format. We have provided a PowerPoint template formatted with these specifications.

Microsoft PowerPoint is required and all versions of PowerPoint Office from 2013 to the latest version will be supported. If your PowerPoint is from a version of PowerPoint prior to Office 2013, please use the convert feature located under “File, Help” when you have your PowerPoint open. Conversion from Mac to PC is not possible onsite so please do this in advance if needed.

When building your presentation, all files (PowerPoint and any external, i.e., video files) associated with your presentation must reside in the same folder. If you are speaking in more than one session, please organize and clearly label your presentations in separate folders.

When preparing presentations for submission, please title the file as follows:

- Date of Presentation – Session Time – Speaker First and Last Name
- Example: 26_1430_Smith_John.pptx
- (Keep the file name length under 30 characters and exclude the following characters:
- \$ & + , / : ; = ? @ “ < > # % { } | \ ^ ~ [] ‘)

In the event that Internet access is unreliable, we strongly recommend removing all Internet links from your presentation.

SPEAKER DISCLOSURE SLIDE

In accordance with the ACCME Accreditation Criteria, speakers must disclose all financial relationships with any commercial interest. As relevant, all disclosure information for speakers must be revealed by a slide at the beginning of the presentation.

SPEAKER READY CHECK-IN DESK

ZURICH BALLROOM FOYER

For sessions taking place in the General Session Room (**Zurich DEFG**), presentations must be saved on a flash drive and submitted at the Speaker Ready Check-in Desk **at least 60 minutes prior to the presentation time**. The Speaker Ready Desk is not equipped for presentation editing, so please make sure your presentation is finalized before submitting it. *Please note, presenters are not permitted to use their personal Windows or Mac laptops during their presentations.*

The Speaker Ready Check-in Desk is located in the Zurich Ballroom foyer, near the ACS Surgical Simulation Summit registration area. Please visit during the following times:

Wednesday, March 19	4:30 pm – 6:30 pm
Thursday, March 20	6:30 am – 5:00 pm
Friday, March 21	6:30 am – 2:00 pm

For sessions taking place in other rooms (**Montreux, St. Gallen**), you do not need to check-in at the Speaker Ready Desk. Please have your presentation saved on a flash drive for easy loading within the session room and if needed, use your personal computer to present. If you created your presentation with a Mac, please bring your computer as a backup in the event that there are compatibility issues with your presentation. Your laptop must have an external HDMI output port.

EQUIPMENT PROVIDED

The following audio-visual equipment will be provided in the General Session room (**Zurich DEFG**):

- Presentation computer at tech table equipped with the following: Intel i7 processor with 16GB Ram, Windows 11, MS Office 365, Adobe Acrobat Reader, Windows Media Player, and Quick Time Player
- Monitor and remote mouse (for slide advancing and use as screen pointer) at podium
- Confidence Monitor of presentation for panel
- Speaker Timer
- LCD projectors and screens
- Microphones (podium and lavalier microphone)
- In-room Audio-Visual technician
- Audio support for video playback
- Presentations **MUST** be in widescreen 16:9 format

If you are presenting in one of the **Montreux or St. Gallen** rooms, only the AV equipment that was discussed during your speaker prep meeting will be provided.

DURING YOUR PRESENTATION

Please be aware that Speaker Notes in PPT will not be available during your presentation.

QUESTIONS?

If you have any technical questions, contact edinstitutes@facs.org.