

HOWARD H. STEEL CONFERENCE
Pediatric Spinal Cord Injuries and Dysfunction

PRESENTATION GUIDELINES

KEYNOTE AND LECTURE PRESENTATIONS:

Please email a 2-3 page outline for each lecture and a bibliography of yourself to PedsSCI@mcjconsulting.com by **Monday, November 9th, 2009**. Please note the length of your presentation in the course agenda.

INSTRUCTIONAL COURSE LECTURES:

Please note we are allotting 120 minutes for your Instructional Course. Please email a 2-3 page outline to PedsSCI@mcjconsulting.com by **Monday, November 9th, 2009**.

ORAL PAPER PRESENTATIONS:

Please note we are allotting 7 minutes (maximum of 20 PowerPoint slides) for delivery of an oral paper. The moderators will be instructed to strictly adhere to the timetable. It is extremely important you do not go over your time allotment and erode into the discussion time period.

POSTER PRESENTATIONS:

Please note posters do not have assigned presentation times. Poster boards will be 8' wide by 4' tall and will be located in Salons 1-3 of the Grand Ballroom in the Hilton Walt Disney World® Resort. Please bring your own push pins to hang your poster, as the course will not provide this for you. Set up begins on Tuesday, December 1st from 3:00 pm – 5:00 pm and Wednesday, December 2nd from 8:00 am – 4:00 pm. Tear down is on Saturday, December 4th by 12:00 pm.

POWERPOINT PRESENTATION UPLOAD INSTRUCTIONS:

Uploading your presentation in advance is necessary to eliminate the last minute integration of your presentation on-site. Once uploaded, a technician will download your presentation, check it to ensure it loads and is correctly formatted, and that it is compatible with the meeting's software and computers. **You will have the ability to review and approve your PowerPoint on-site before your presentation at the Speaker Ready area** located at the back of the Grand Ballroom.

35 mm slides will not be allowed. Please read the following PowerPoint Presentation Guidelines carefully.

PREPARING FOR A COMPUTER PRESENTATION

1. All presentations must be prepared using PowerPoint for Windows. (If using a Mac to prepare, speakers will need to convert the presentation to PC-format for the central computer.)
2. Save the PowerPoint presentation to CD-R (no CD-RW), a Flash Drive, or 'Thumb' Drive.
3. **Bring a back-up copy** of your presentation with you to Orlando, even if you have uploaded it on-line (See Below)

HOWARD H. STEEL CONFERENCE
Pediatric Spinal Cord Injuries and Dysfunction

PRESENTATION GUIDELINES

BEFORE YOU COME TO ORLANDO

Please find below information regarding uploading your podium presentation(s) prior to the meeting. It is highly recommended that you upload your slides in advance – you will be able to change them on-site.

1. IMPORTANT – Please rename your PowerPoint presentation before you upload as follows:
Session #, Abstract Number (if applicable), Presenting Author Last Name
Example: Session I.Abstract 101.Smith
2. **Please upload your Presentation on-line in advance.**
Go to <http://www.mciconsulting.com/accept.aspx?conferenceid=23> and enter your login if as listed in the email sent to you. (If you cannot locate your login information please call the course office at +1 925-807-1192.
3. Find the title of the podium presentation you would like to upload and click on UPLOAD POWERPOINT. Follow the instructions to browse and find the file in your computer.
4. This system allows the audio visual staff to check your presentation for any formatting or technical problems prior to the meeting.
5. The following information must be **included in your PowerPoint presentation slides:**
 - o The first slide must include the presentation title and authors (if applicable)
 - o The second slide must include any company affiliations and/or conflict of interest notifications as noted in your Financial Disclosure Statement.
 - o The last PowerPoint slide should include references.
6. Any changes you may make later can be handled easily on-site.
7. **The deadline for PowerPoint presentation uploading is: November 30, 2009.**

WHEN YOU COME TO ORLANDO

1. Visit the **Speaker Ready Desk 1 day prior to your presentation** to review your presentation with the presentation team. THEY WILL BE EXPECTING YOU.
2. Bring back-up disks of your presentation.
3. We will have personnel available that can assist you with changes / problems with your presentation. If you wish, you can bring your laptop to serve as a back-up in case the presentation has not transferred accurately to disk.
4. Once the presentation is reviewed at the Speaker Ready Desk you are ready for your presentation.

IMPORTANT WARNINGS

- Please note that all presentations will be done on PCs. If the presentation is prepared on a Mac then it must be converted to a PC-formatted disk.
 - Work with an expert in the preparation of computer presentations.
 - If audio and video clips are part of your PowerPoint presentation, be certain to identify the clips used and locate them in a single Windows file folder along with the PowerPoint program itself.
 - If you use Quicktime videos (Typical on a Macintosh Computer) you must convert them to mpeg-1 or avi files. PowerPoint for Windows will not accept Quicktime video files.
 - If the presentation uses anything other than the very basic Windows fonts, please include file copies of the font (*.ttf) files with the PowerPoint program. *We recommend standard Windows sans serif type faces like Arial.*
-

SPEAKER READY DESK HOURS

Tuesday, December 1: 3:00 pm – 5:00 pm

Wednesday, December 2: 7:00 am – 5:00 pm

Thursday, December 3: 7:00 am – 5:00 pm

Friday, December 4: 7:00 am – 5:00 pm

Saturday, December 5: 7:00 am – 11:00 am

Questions?

Please contact MCJ Consulting with any questions you may have as the conference approaches. **The BEST method for contacting the office is via e-mail to PedsSCI@mcjconsulting.com or via phone at +1 925-807-1192.**