

# 2019 AAS/SUS Surgical Investigators Course

## Audio Visual Specifications

We ask that if possible faculty submit their presentations in advance of the course so that the ASC staff may pre-load the presentations to the meeting room laptop and test them in advance. **Please upload your presentations to Dropbox through the link below by 11:59pm CT on Saturday, February 2nd.** If you are unable to submit in advance, please make sure to have all your PPT slides uploaded on the conference computer by the start of the course each day – Sunday (by 12:45pm) and Monday (by 7:45am) in order to ensure smooth transitions throughout the program each day.

**PPT Upload Link:** <https://www.dropbox.com/request/L4ocdnYJ1PnxGx0fCKDm>

**All slides must be in the widescreen 16:9 format. The provided PPT template is already in the 16:9 format.**

**Presentations must utilize PowerPoint or other acceptable video formats (listed below), playable on a PC. There will be no MAC computers available at this event.**

### Acceptable Formats Include:

- Mpeg (.mpg, .mp2, .mp4)
- Windows Quicktime (.mov)
- Flash (.flv)
- .dv, .avi, .wmv

### Acceptable Frame Size:

- 1280 x 720 pixels
- **Widescreen 16:9 (Standard 4:3 will not be supported)**

### Acceptable File Size:

- Up to 4.7 GB (one DVD's Worth)
- Most 10 min presentations will occupy about 2GB worth of data

### MAC USERS:

Each presenter is responsible for confirming their presentation can be played on the computer in the course room. If your presentation is in Keynote, please export it to PowerPoint prior to uploading and make sure the file functions properly.

If you require that your presentation be played on a MAC, you must use your own laptop. Please be advised the main course laptop will be located at the podium, and you will not be able to plug in your laptop until the beginning of your talk. Please make sure to test using your laptop before the start of the course or during the break.