

## INSTRUCTIONS FOR COMPUTER GENERATED PRESENTATIONS

**All speakers are required to make electronic presentations using MS PowerPoint.**

**Please use the following convention for naming your PowerPoint file:**

Session\_Abstract Number\_First author's last name (for example : MCB\_3\_Smith; TB\_129\_Brown; ET\_192\_Jones; CR\_299\_King). The abbreviations for Sessions are MCB = Molecular and Cell Biology; TB = Tumor Biology; ET = Experimental Therapeutics; CR = Clinical Research. The Session and Abstract Number are provided in the email that you received on March 23, 2006 providing details about your presentation.

**Oral presentations in Plenary or Parallel Sessions.** Each speaker is allocated 15 minutes, which is divided between 10 minutes for presentation and 5 minutes for discussion. Do not try to show too many slides. This time limit will be strictly enforced.

**Oral presentations in Poster Discussion Sessions.** Each speaker is allocated 7.5 minutes, which is divided between 5 minutes for presentation and 2.5 minutes for discussion. In this period of time do not show more than 5 slides. This time limit will be strictly enforced.

Each speaker can either submit their presentation to AGF Media Services by emailing it to [jbrozyna@agfmedia.com](mailto:jbrozyna@agfmedia.com) before the meeting (only for files less than 5 mb) or bring their presentation to the Speaker Ready Room on CD-ROM, floppy disk, Zip disk, Compact flash card, Memory Stick, Multi-media card, SD Card, or a laptop at least one hour prior to the scheduled time of their presentation (morning speakers by 7:00 a.m.; afternoon speakers by 12:00 p.m.). If you submit your presentation via email, you will save time on site waiting for your presentation to be downloaded. When checking in, you simply go to the Speaker Ready Room, and AGF personnel will pull up your presentation for preview.

Checking in at the Speaker Ready Room in the Universal Hilton (near Sequoia Ballrooms C and D) is the single most important action you will take to ensure your presentation is a success. ALL speakers are required to check into the Speaker Ready Room at least one hour before their presentation. The Speaker Ready Room will open on Wednesday, May 17, 2006 from 12:00 noon to 6:00 p.m., and will be open daily during the meeting from 6:30 a.m. until 6:00 p.m. (Note: on Saturday, May 20<sup>th</sup>, the hours will be from 6:30 a.m. to 2:30 p.m.).

When reviewing your presentation in the Speaker Ready Room after it has been loaded onto a meeting computer, you should make sure all fonts appear as expected and all sound/video clips are working properly. You will be able to edit

your presentation at this time. Once you are through reviewing your presentation and verify it is ready, AGF personnel will then transfer it to the computer in the meeting room where you are presenting. When the presentation is to be given, the file will be opened on the computer in the meeting room by AGF personnel. Each presentation room will be staffed with an audiovisual (AV) person, who will assist in starting each presentation. Once the presentation is launched, you (the speaker) will control the program from the podium using a computer mouse. At the end of the meeting, all files will be destroyed, and the computer hard drives will be reformatted.

We strongly recommend PowerPoint for all users. The computers in the presentation rooms will be Windows-based PCs with Microsoft PowerPoint 2003 installed. All videos should be an .avi or .mpg (not .mov) format, so they will run properly on the computers provided. Presentations should be reviewed to be certain the fonts are displayed correctly. Web browsers with typical plug-ins will also be available, including Internet Explorer, and Netscape Navigator. If you plan to use something besides Real Networks Real Player, Flash, Shockwave or Windows Media Player, please check with our audiovisual contact J.P. Brozyna at [jpbrozyna@agfmedia.com](mailto:jpbrozyna@agfmedia.com) to be sure your presentation will work properly.

### **ABILITY TO EDIT POWERPOINT FILES IN SPEAKER READY ROOM**

PowerPoint presentations can be reviewed and edited in the Speaker Ready Room, but this must be completed no less than one hour prior to the beginning of the session in which you are presenting. Editing will not be possible after that time because personnel will be assisting other speakers.

### **SECURITY**

- You will need to provide identification in order to submit your presentation and also to access it in the Speaker Ready Room.
- Zip Disks, CDs, etc. used for transferring files to meeting computers are returned to the speaker.
- Floppy drives on the meeting computers are disabled so no presentations can be copied.
- Cameras and video equipment are not permitted in the Speaker Ready Room.
- All files on the computers are deleted at the end of each day in the presence of an ANR 2006 staff person.
- All computers are deleted of all files and software at the end of the meeting in the presence of an ANR 2006 staff person.

### **TIPS FOR POWERPOINT PRESENTATIONS**

PowerPoint takes advantage of the fact that most of us learn best visually. It

adds visual interest to presentations, organizes our points and enhances our ability to connect with audiences.

- Make use of the pre-fabricated templates and presentations that come with PowerPoint. Since most of us are not graphic artists it is a good choice to use the PowerPoint “wizards” that automatically generate the format of your slides.
- Stick with the same backgrounds, styles and effects throughout your presentation.
- Readability: Use large fonts. If you can't fit all your points on a slide without moving to a smaller font, break the points up onto separate slides.
- Colors matter because they have connotations. For example, you should avoid reds because they can agitate people negatively.
- Elaborate designs destroy the impact of the message with the intensity of the design.
- Crowded slides turn off audiences and obscure your main points. They should be designed to illustrate your speech, not to replace your handouts.
- Limit each slide to one main idea with three to six points. More than six points (bullets) and your audience will have difficulty reading the slide.
- PowerPoint helps you think structurally about your presentation. You know you need an introduction, a conclusion and main points, all supported with arguments, stories and examples.
- Some people work best with outlines. PowerPoint will automatically turn an outline into a set of slides. This process is called “storyboarding”. Graphics and bullet points can then be added.
- Conclusion: If you have a concluding slide with three to five summary points or action steps, you'll leave the audience with a stronger impression by restating your main points.
- Helpful Internet Sites: Presenters University, Powerpointers.com, PowerPoint 4.0
- Confirm your equipment requirements well in advance for your presentation.

## **IMPORTANT NOTES**

As a courtesy to your colleagues, if you are scheduled to present a talk and later find that you cannot attend the meeting and that your co-authors cannot present for you, please inform the ANR 2006 webmaster in writing by email (include your name, abstract number, and title of abstract). Presenters at the ANR 2006 meeting must register for the full meeting at the appropriate rate. Hotel registration at the Universal Hilton is strongly encouraged as the hotel provides meeting space without charge and discounts food and beverage charges based on room occupancy. On-line meeting and hotel registration is provided at <http://la2006.anrmeeting.org/>.

Note: These instructions are adapted from those provided by the American Association for Cancer Research.