

COSM 2022 DALLAS

APRIL 27 - MAY 1, 2022 // COSM.MD

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COSM 2022 Presenter Guidelines

Thank you for your participation in COSM 2022! The in-person meeting is April 27-May 1, at the Hyatt Dallas Regency, in Dallas Texas.

Please visit www.cosm.md for general information about the meeting. Please take care to read through all Presenter guidelines.

Registration

All Presenters are required to register as an in-person attendee for COSM 2022:

[Registration Information | COSM](#)

Virtual Platform

COSM has partnered with Cadmium as its Virtual Platform vendor. All Registrants (both in-person and virtual on-demand) will have access to the COSM Platform; therefore, speakers will need to complete their profile. An email will be sent to Presenters with a link to [login](#).

COSM will record all sessions (no video, only audio and slides) and offer the on-demand recording one week following the meeting. The on-demand content will be available for one-year on the COSM Platform.

Registered COSM attendees will receive instructions to access the COSM Platform and download the COSM Mobile App. Through both the COSM Platform and the Mobile App, attendees can view the program, build their conference itinerary, read abstracts, communicate with colleagues, and more!

Timeline

- **March 4:** Presenters will receive an email with a login to Cadmium's Harvester inviting you to begin your presenter tasks
- **March 18:** Presenter tasks are due (profile, bio, photo, etc.)
- **April 27-May 1:** COSM 2022! You will deliver your presentation in-person in Dallas at the Hyatt Regency Dallas. You are required to visit the Speaker Ready Room to upload your presentation (at least 4 hours in advance). COSM will capture the live audio and synch it with your session slides collected in the Speaker Ready Room.
- **1 Week Post-Meeting:** An on-demand recording of your presentation will be available on the COSM Platform

Equipment

The following audio-visual equipment will be **automatically** provided in the session room:

- Presentation computer at the technician table installed with PowerPoint 2013. See instructions below regarding embedded videos for PowerPoint 2013.
- Monitor, laser pointer and a wired mouse to serve as the slide advancer at podium.
- 16:9 format Screen for Audience

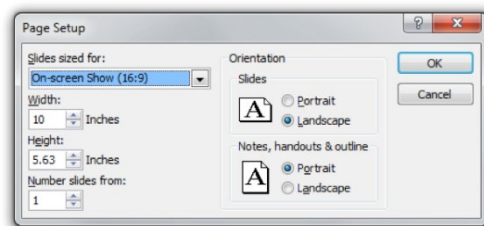
- LCD Projector
- Microphones (1 lectern, table microphones and 2 floor microphones)
- A/V Technicians (1 Audio Technician & 1 Computer Technician)
- Large Display Speaker timer

IMPORTANT – Assembling Your Presentation

- Presentations with audio-visual must be done utilizing PowerPoint technology
- Session rooms will be equipped for single screen projection, large monitor for the head table & monitor for the presenter.
- Title slides, **if desired or utilized**, should be included as part of each presenter's presentation. If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation.
- **LAPTOPS OR PRESENTATION DEVICES NOT ALLOWED AT THE HEAD TABLE / PODIUM**
- HIPPA Compliance requires that the review of all slides to ensure that all patient info is covered via shapes. Plus looking for X-Ray /MRI /ultrasound slides with patient name in upper left or right – Also, no photos of patient faces.
- ***It is recommended that that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format.***

Create your 16:9 PowerPoint

- **Open PowerPoint** on your PC
- From the top menu, (depending on the version of PowerPoint you have) **select Design**, then **Page Setup** OR **File**, then **Page Setup**, and **change Slides sized for to: On-screen Show (16:9)**.
- **Click OK**
- PowerPoint Page Setup on a PC



- If you start with this step in the creation of your presentation, then just assemble the PowerPoint as you normally would. If you are converting an existing slide show, then please check all of the slides for format accuracy.
- A widescreen format should not cause any issues with text in your presentation, however some images may be stretched as a result. If your presentation has multiple images, a suggested way to transition to widescreen format is to save a copy of your current PowerPoint in the 4:3 format under a different name, then convert to widescreen, and cut and paste the images from the original version into the widescreen version.

PowerPoint Presentation Tips

- ***Images, movies, drawings and graphics can be obtained from sources such as digital cameras, scanners, and the Internet. Generally, any visuals (not written words) that look acceptable on a 15-inch monitor will also look good when projected.***
- A minimum slide typeface of **24 point is recommended.**
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. **DO NOT USE BLUE, RED or GREEN text.**
- For optimal legibility, use a maximum of six lines of text and six words per line per slide (equals one frame in an electronic format).
- 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.
- Images: JPG files are the recommended format for images.
- Sound and Video Clips: Solution 1: Pack and Go or Package to CD/Folder: The “Pack and Go” feature of PowerPoint embeds the clip into your presentation file. This ensures that the clip will be in the correct location when you unpack the file on the meeting room computer. Solution 2: Location of audio/video files: Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file. Always check your video clips in the speaker ready room to make sure they have been embedded correctly.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Ready Room prior to your presentation (preferable 24 hours in advance of your presentation).

At the Meeting

- Your presentation must be turned into the Speaker Ready Room **at least four (4) hours prior to the start of your scheduled SESSION START TIME.** *Individual laptops will not be allowed at the podium.*
- *You will not be able to use PRESENTERS VIEW at the lectern. A printer will be available in the speaker ready room to allow you to print out your notes to bring with you.*
- **Any updates to your presentation MUST BE MADE in the Speaker Ready Room and not your session room.**
- Each computer station will have folders on the computer desktop labeled with the Society name, session room, and session date and time. Your presentation must be saved in the correct folder in order to ensure that it will be loaded in the correct scientific session.
- All presentations will be loaded by a technician onto the presentation computer at the back of the session room.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Ready Room prior to your presentation (preferable 24 hours in advance of your presentation). The Speaker Ready Room will be staffed with a technician for assistance.

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- It is the presenter's responsibility to collect his or her own media (if applicable) at the conclusion of the session

Speaker Ready Room

- A Speaker Ready room will be available for *reviewing, editing and loading* your presentation. **All presentations must be handed in to the technician in the Speaker Ready Room at least four (4) hours prior to the start of your scheduled session start time.** The Speaker Ready Room is in Cumberland K, Hyatt Dallas.
- Hours of operation are the following:
 - Tuesday, April 26 4:00 pm – 8:00 pm
 - Wednesday, April 27 6:00 am – 6:00 pm
 - Thursday, April 28 6:00 am – 6:00 pm
 - Friday, April 29 6:00 am – 6:00 pm
 - Saturday, April 30 6:00 am – 4:00 pm
 - Sunday, May 1 6:00 am – 10:00 am

**Presentations turned in after 10:00 am on Sunday, May 1 should be handed in to the technician in the back of the session room in which you are presenting.*

Health and Safety

COSM is working diligently with our partners and vendors to ensure the necessary safety measures are in place. COSM is committed to creating a safe and healthy environment for attendees, exhibitors, and staff. When giving your presentation as speaker, moderator or panelist, removing your mask is allowed. Removing your mask while speaking will improve the ability for those in the audience to understand the presentation as well as improve the audio recording that will be available on-demand after the meeting.

Post-Meeting

Registrants will be able to view audio recording/slides for the Society that they attended. An email with instructions on how to access the presentations on the Cadmium platform will be sent. After the meeting, COSM encourages you to log into the COSM Platform to view and responds to questions that may be asked my attendees. It will further the interactive environment and learning experience for COSM attendees.

Questions

If you have any questions, please contact at cosmsupport@facs.org. If you have technical questions, please contact our Audio-Visual Manager at rsmith@audiovisualone.com