



SABM 2019 ANNUAL MEETING AND PBM CERTIFICATE COURSE

SEPTEMBER 18-21, 2019
BALTIMORE, MD
www.sabm.org

Instructions for Speakers

Speaker Ready Room

Speakers are required to check in a minimum of **3 hours prior** to their session at the Speaker Ready Room. The purpose is to upload and test presentations with the audio-visual team. The Speaker Ready Room is located in the Mount Washington room adjacent to the Annual Meeting Registration Desk.

Presentation Requirements

- PowerPoint slides should be **16:9 format***
- Provide your presentation using a **USB Memory stick**.
- Videos, if included, will need to be tested by the technician in the Speaker Ready Room AND in the auditorium where your lecture is taking place (during a coffee or lunch break at least 30 minutes prior to your session).

At the Session

1. Check in at the Speaker Ready Room 3 hours prior to your session to be sure your presentation is running correctly.
2. Inform the A/V technician of any changes or corrections as soon as possible.
3. Verify in the [program](#) or mobile application to confirm the time, room and order of your presentation. Appear in your assigned presentation room at least 10 minutes before the beginning of the session.
4. Sit near the front with easy access to the stage.
5. Keep to the time allocated, as going overtime will cause disruption to the sessions that follow.
6. Disclose (orally) any commercial relationships particularly relevant to your talk.
7. When speaking to the audience:
 - a. adhere to time allotment specified by the session chair,
 - b. speak slowly and clearly into the microphone,
 - c. make eye contact with the audience, and
 - d. use the stage monitor being provided.

*Macintosh users:

- Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based PC).
- For videos, use a common movie format, such as mp4 or QuickTime.