



23rd International Meeting on Advanced Spine Techniques

July 13-16, 2016
Washington, D.C., USA



Guidelines for Two-Minute Point Presentations

Please review carefully!

Number of Slides

- Two-Minute Point Presentations are limited to **6 slides**.
1st Slide – Must include title and authors of the abstract.
Last Slide – Should include references.
- Please note that an additional slide including all authors' financial disclosures will be shown on the screen opposite the presenter during the presentation. Speakers are not required to make a verbal disclosure. Financial disclosures were collected at the time of abstract submission. If you have any corrections to make to your disclosure statement, please send them to the SRS Office at cme@srs.org.

Presentation Submission

- All Two-Minute Point Presentations must be uploaded to the Speaker Ready Room by **June 15, 2016**. Any presentations with more than six slides will be removed from the program.
- Presentations may NOT be re-uploaded onsite.
- Manuscripts are not required for Point Presentations.
- All Two-Minute Point Presentations will be featured on kiosks in the Exhibit Hall and included on a USB that is distributed to attendees.
 - No video, embedded video, sound, or transition animations may be included in your E-Poster.
 - Presentations must be uploaded by **03:00 Eastern Time on May 26, 2016** to be included on the USB that is distributed to attendees
 - Presentations must be uploaded by **03:00 Eastern Time on June 15, 2016** to be displayed onsite on the computer kiosks.

General Preparation Guidelines for Podium Presentations

- ***NEW THIS YEAR*** Presentations should be in 16:9 format (widescreen). For instructions on converting from 4:3 to 16:9, visit www.srs.org/imast16/presenters.
- Presentations should be created using only Western English alpha-numeric characters.
- Slides are useful if they contain only enough information to illustrate one major idea, are visible even in the last row of a large auditorium, and show something that can't be explained as well without a slide.
- Keep the layout simple, with plenty of open space. Space between lines should be at least the height of a capital letter.
- Limit messages on slides to seven lines or less. Do not use more than seven words per line.
- Two or more simple slides are better than one complicated slide.
- 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.
- Clinical slides should be slightly overexposed to give a readable picture. Make sure slides are not dark and underexposed.
- SRS recommends a sans serif typeface, such as Helvetica or Arial.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid red and green text in consideration of those individuals who are colorblind and cannot register these colors.
- Darker saturated backgrounds work best. Whenever possible, test on a projection system.

Technical Requirements for PowerPoint Presentations on the Central Computer System

- Computer presentations must be in PowerPoint for Windows format.
- SRS will provide PC's at the projection platform. Presenters will advance their "slides" from the podium.
- Use only Microsoft PowerPoint.
- Be certain that your slides are formatted for electronic projection. To do so, click "File" on the menu bar, then "Page Setup", slides sized for "On-screen Show." You may have to resize the content of Your PowerPoint Presentation to fit the new screen format.
- When naming your PowerPoint Presentation, use only Western alpha-numeric characters. Do not use characters that incorporate a dash, dot or backslash, etc. as part of the character (i.e., à or å or / or \ or – or).
- Place all audio and video clips linked with the PowerPoint presentation into a single file folder. Video files should be AVI or MPEG1, not MPEG2.
- If a presentation uses fonts other than the basic Windows fonts (Arial, Times Roman, etc.) please copy these fonts in a folder along with the presentation. You will find these fonts located at C:\Windows\Fonts. (The fonts will have .ttf as their file extension.)

Questions: If you have technical questions with your presentation upload, please contact Julie Shull at jshull@integratedevents.com. If you have questions about the program, please email meetings@srs.org or call 1-414-289-9107.