

2017 ISHLT AUDIO VISUAL GUIDELINES **April 3-8, 2017**

Manchester Grand Hyatt Hotel
San Diego, CA, USA

These guidelines are to be used for all events where slides are being used at the Manchester Grand Hyatt Hotel.

Speaker Ready Room **Hours of Operation** (Balboa ABC)

Monday April 3	4:00 PM – 8:00 PM (for Academy Faculty only)
Tuesday April 4	6:00 AM – 8:00 PM
Wednesday April 5	7:00 AM – 7:30 PM
Thursday April 6	6:00 AM – 7:30 PM
Friday April 7	6:00 AM – 7:00 PM
Saturday April 8	6:00 AM – 1:30 PM

The following procedures and guidelines should be used for all presentations at the ISHLT Annual Meeting. We do not allow use of personal laptops for presentations. Computers are provided in each session room.

PLEASE READ CAREFULLY!!

1. All speakers are required to use computer presentations. There will be no 35mm slide presentations.
2. ISHLT will provide only PC compatible computers equipped with PowerPoint 2013 and USB ports. Macintosh computers will not be provided.
3. All presentations must be in 16:9 wide screen format.
4. Computers and associated drives will be available in the Speaker Ready Room for your use in previewing your presentation.
5. ***No computer hook-ups will be provided at the podium.*** All presentations will be loaded onto the main session-room computer and run by the in-room technician. Presenters will be provided with a remote at the podium to advance the slides.
6. If your presentation requires specialized software which is installed on your laptop, please email Lisa Edwards (lisa.edwards@ishlt.org) so that arrangements can be made to accommodate your needs.
7. Presenters are required to deliver their computer presentations to the Speaker Ready Room on a flash drive compatible with the above formats and software. Please test the flash drive on another system prior to traveling to the meeting. **DO NOT ASSUME THAT A COPY TO A FLASH DRIVE WORKED!**
8. Technical assistance will be available in all rooms in which presentations are being made. If you experience difficulties with your presentation or the use of the equipment, please contact the in-room technician.

9. ***Final presentations must be delivered to the Speaker Ready Room at least 2 hours prior to your Session start time (not your presentation time).***
This will ensure that your presentation out of the 220+ presentations per day can be preloaded, cached and tested prior to your presentation.
10. Each session room will be equipped with appropriate audio/visual, sound, and lighting equipment as well as a head table, podium, laser pointer, confidence monitor, and screen.
11. Presenters must label all flash drives with the abstract number and time of the presentation.
12. If you have any questions about this information, please contact Lisa Edwards at the ISHLT Headquarters office at 972-490-9495 or lisa.edwards@ishlt.org.