



Pediatric Orthopaedic Society of North America

6300 N. River Road, Suite 727
Rosemont, Illinois 60018-4226
(847)698-1692 · Fax (847)823-0536

ALL PROGRAM PRESENTERS MUST READ THE FOLLOWING INFORMATION

The Pediatric Orthopaedic Society of North America has a standard room set-up for the Scientific Session as follows:

Central Computer System
Single Presentation Screen
Laser pointer
Microphones

POSNA REQUIRES ALL ELECTRONIC PRESENTATIONS TO BE MADE USING THE CENTRAL COMPUTER SYSTEM

As dictated by the POSNA Board of Directors, all presentations must be received prior to the meeting. This year Presentations may be submitted online at <http://www.speakerreadyroom.com> which will be available to receive presentations starting **March 12, 2012**. Using the site will alleviate the need to send a CD with your presentation to POSNA. The site will be available 24 hours a day, seven days a week until **Saturday, May 12, 2012**. After May 12th, bring your presentation with you to Denver on a USB Flash drive or on a CD. The 'Speaker Ready Area' will be in Hotel Ballroom and will be available for last minute uploading, changes and reviewing of talks. Please check in as early as possible.

Central Computer Guidelines

- POSNA will provide a **Central Computer** located at the projection platform.
- You will advance your slides from the lectern, and be able to see them on the Screen and on a monitor.
- The Central Computers will be using PowerPoint 2010 and Windows 7.
- Submit your Presentation on either a CD-ROM or a USB Flash Drive.
- You should bring a backup copy of your presentation on a CD-ROM , Flash Drive or on your laptop.
- Please report to the Speaker Ready Area in Ballroom BC as early as possible.
- **All Presenters using Video and all Mac Users** should report to the Speaker Ready Area the **Day Prior** to your presentation to allow time to resolve formatting and compatibility issues.
- Given enough time, we can fix most problems. Last minute fixes are more difficult.
- Preview PC's will be available for reviewing your talk.

Computer Slide Format

- POSNA suggests you set the page for "On-screen Show (4:3) with a width of 10" and a height of 7.5"
- POSNA suggests a minimal slide typeface to be 28 point and hard-copy typeface to be a minimum of 1/4 inch.
- POSNA recommends a sans serif typeface such as Helvetica or Arial; Arial is PowerPoint's answer to Helvetica.
- Use color for emphasis only. White or yellow lettering on a blue background



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- is attractive and easy to read.
- Avoid red and green text. Be considerate of those that are color blind.

Computer Slide Lettering

- Limit message on slide 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. A slide is not a textbook. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.
- Darker saturated backgrounds work best. Whenever possible test on a projection system.
- If original artwork is generated on a computer slide program such as PowerPoint or Freelance, the printed format of the artwork is 7.5 inches by 10 inches. The minimum height of lower case letters should be 38 points.

General Computer & Software Guidelines

- Please note that all presentations will be shown on PC's, using Windows 7, and Powerpoint 2010. Earlier versions are compatible. (ie: Powerpoint 2007).
- Work with an expert in the preparation of computer presentations.
- Create a separate folder for each presentation.
 - Name it with your name and the time and day of your talk.
 - **Place all audio and video clips used in this presentation in this folder.**
 - If the videos use an unusual CODEC, include a copy. We support Mpeg-I, Mpeg-II, Mpeg-IV, indeo, camtasia, wmv, vc-1, h264, h263, cinepack, huffyuv and most DV codecs.
 - Recommended file types for video files are: **.mpg, .avi or WMV.**
- If the presentation uses fonts that are not the default Windows fonts, include a copy of the fonts used. You will typically find those located at C:\Windows\fonts.

MAC Users:

If the presentation was prepared on a Mac, then please come to the Speaker Ready Area early to resolve any potential conflicts. We can deal with most of the issues if there is sufficient time. At this time we are able to run **Most** but **NOT ALL** Quicktime videos in Windows Powerpoint. MPG's, WMV's, and AVI's are more reliable.

Also, for still images, do not use **.tiff** files. Windows Powerpoint will not read them. Instead save them as **JPEG, PNG or Bitmap images**. Come in early so these issues can be dealt with.

For first time submitters you must create your submitter account using the "Add Account" button. You only need to do this once. For any subsequent logins enter your email address and the password you created. If you forgot your password it can be emailed to the email address you created your account for.



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The next step is to choose the presentations you are submitting for. You can sort the list by either, Presentation Date/Time, Session Name or Presenter Last name. You can also search for a last name by entering the first letters of a presenter's last name in the "Search by Presenter Last Name" text box.

Select each presentation you will be uploading by clicking on the checkbox to the left of the presentation in question.

When you have selected all the presentations you are planning to upload click the "Add Selected Presentations to My Account: link at the bottom of the page.

You will be shown the list of presentations you are going to upload. If you have selected a wrong presentation you can use the remove button to remove this from your list and return it to the list of available presentations. If you missed selecting a presentation, use the "Pick Additional Presentations" link

To upload a presentation use the "Upload" Button next to the presentation.

This page requires that you select the computer type (MAC or PC) and the PowerPoint File you want to upload. There is also an area to send special instructions or help requests (like you have a movie that plays but not in powerpoint) to the system administrators. Also you need to upload your media files. There is a media file Item shown to start with but the "ADD" button will allow you to add as many media clip Items as you need.

After Selecting all the files to upload use the "Upload Files" button. this will show a progress bar. Please do not close your browser or shut-down your computer or disconnect from the Internet until the files have fully uploaded. you may open another browser or do other tasks on your computer while the upload continues.

After uploading, a View button will appear next to the presentation uploaded. This will allow you to download the presentation back to yourself for review and verification but you will not see the videos.

Questions

- If you have technical questions, please email Shannon Morton at Shannon@owpm.com
- If you have a general question please contact the Society office (847) 698-1692



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POSNA e-Poster Guidelines

To upload your e-Poster (PowerPoint Only):

1. Go to www.speakerreadyroom.com look for the link to upload for the POSNA 2010 Annual Meeting.

You can start uploading your presentation on March 12, 2012.

2. Find the title of the poster you would like to upload and click on UPLOAD POWERPOINT and follow the instructions to browse and find the file in your computer.

Presentation Guidelines

All posters will be presented ELECTRONICALLY and must be formatted in PowerPoint. e-Poster stands, which consist of a computer and a monitor, will be placed in a designated poster area. The e-posters will be loaded into each computer with a directory/menu of all posters available.

e-Poster Guidelines

e-Posters must be uploaded to the www.speakerreadyroom.com, **no later than Tuesday, May 1, 2012.** No video, embedded video or sound may be included in your e-Poster. **Your poster may have a maximum of 15 PowerPoint slides.** The first slide must include the title and authors of the poster as well as the authors email address for correspondence. **You cannot include any multiple slide builds/animation effects.** The last slide should include references.

For first time submitters you must create your submitter account using the "Add Account" button. You only need to do this once. For any subsequent logins enter your email address and the password you created. If you forgot your password it can be emailed to the email address you created your account for. The next step is to choose the presentations you are submitting for. You can sort the list by either, Presentation Date/Time, Session Name or Presenter Last name. You can also search for a last name by entering the first letters of a presenter's lastname in the "Search by Presenter Last Name" text box. Select each presentation you will be uploading by clicking on the checkbox to the left of the presentation in question.

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To upload a presentation use the "Upload" Button next to the presentation.

This page requires that you select the computer type (MAC or PC) and the PowerPoint File you want to upload. There is also an area to send special instructions or help requests to the system administrators. After Selecting the power point files to upload use the "Upload Files" button. this will show a progress bar. Please do not close your browser or shut-down your computer or disconnect from the Internet until the files have fully uploaded. you may open another browser or do other tasks on your computer while the upload continues.

After uploading, a View button will appear next to the presentation uploaded. This will allow you to download the presentation back to yourself for review and verification.

Questions

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INSTRUCTIONS FOR THE PREPARATION OF POSTER PRESENTATIONS

POSNA will provide poster boards which measure 45" x 91" (just under 4 x 8'). The boards will be mounted on legs and will be self-standing.

AUTHORS MUST PROVIDE THE FOLLOWING:

1. **A HEADING** that includes the title, authors, and affiliation for the poster. This heading must be mounted at the top of the board. Lettering should be large enough to be read from at least four feet from the board.
2. **ALL MATERIALS** to be presented on the poster, including text, figures, and graphs. Again, lettering should be legible from a few feet away.
3. **TACKS/PUSH PINS or other means for attaching materials to the board.** POSNA WILL NOT HAVE TACKS OR PUSH PINS AVAILABLE FOR POSTER PRESENTERS.

HELPFUL HINTS

DO'S:

- DO make poster presentations as self-explanatory as possible.
- DO keep illustrations simple using charts, graphs, drawings and pictures.
- DO make captions brief, with large lettering. **Remember viewers will be a few feet away.**
- DO use block coloring to add emphasis and clarity.
- DO use large script (bulletin typewriter) if posting a copy of your abstract.

DON'Ts:

- DON'T mount your abstracts on heavy materials, as this will not hang correctly.
- DON'T be overly ornate, since this distracts from the impact of your information.
- DON'T bring x-rays, because viewers won't be able to see them clearly.
- DON'T use more than your allocated space.

SOME COLOR COMBINATIONS WHICH PROVIDE BETTER CONTRAST

- Black on Yellow
- Green on White
- White on Black
- Red on White
- Black on Orange