



ATA 2016 Oral Presenter Guidelines

Thank you for your willingness to participate in the ATA 2016 Annual Conference and Trade Show. Please review the following instructions to get fully prepared for ATA 2016.

Register Now for the Conference and Make Your Hotel Reservation

Moderators/presenters are responsible for registering for the conference and making their own hotel reservations. Please visit www.ata2016.com to register and make your hotel reservation for ATA 2016! *Please note moderators/speakers do not receive a reduced rate for registration.*

Check List for Presenters

Please use the checklist below to ensure that you have not missed any important steps in preparing for your presentation at ATA 2016.

1. Prepare your presentation and practice
2. Determine your audio/visual and equipment needs
3. Upload your presentation online starting April 15th or at the Speaker ready Room on-Site
4. On-Site: all speakers **MUST** check in at the Speaker Ready Room at least 3 hours before your session
5. Get to your meeting room 15 minutes in advance to get set up
6. Give your presentation

Preparing for Your Session at ATA 2016

Preparing Your Presentation

Supported Formats

PDF, PPT, PPTX: The Presentation Management system is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under “File, Help” when you have your PowerPoint open.

Unsupported Formats

Keynote, Prezi files are not supported. Please export your presentation as a PowerPoint or PDF file for upload, and be sure to review the result in the Speaker Ready Room. If our technicians are unable to resolve any issues, you may be allowed to present from your own Mac. If so, be sure to bring your *VGA / DVI* adapter with you to the event.

Room Set up and Audio Visual Equipment

Oral session rooms are set for maximum participation with basic presentation tools. Each room is set theater-style for maximum capacity, with a head table set for 6 people and a standing podium. LCD projector, computers and microphone are included in each room. If your presentation requires additional AV equipment, please email ata2016@americantelemed.org with your request.

Wi-Fi is available in session rooms, but be mindful that the Wi-Fi bandwidth is subject to usage. Please note if your presentation requires Internet access, you must make special arrangements and order hardwired internet access. Please email ata2016@americantelemed.org to set up your request.

Presenter Mode

All presentations will be run in Microsoft PowerPoint presenter mode, which allows you to view your speaker notes privately while presenting only your slides to the audience.

Presentation Upload Information

The ATA 2016 presentation management website for pre-uploading presentations will open April 15, 2016. Look for an email notification in March with your session assignment, date, time, location, speaking time allotment and detailed information on how to upload your presentation. You will be able to submit your slides before and on-site in the Speaker Ready Room. Presenters are highly encouraged to upload their presentations in advance of the conference, however, this is not mandatory. Once uploaded, changes may be made to the presentation either via the website or on-site in the Speaker Ready Room. General Information is available below.

If you experience any technical issues or have questions please contact:
support@sessionupload.com

General Information for On-Site at ATA 2016

Speaker Ready Room

Presenters must check in at the Speaker Ready Room 101 EF to upload or check their electronic version of the presentation onto the Presentation Management A/V network. **Please plan to arrive at the Speaker Ready at least 3 hours before your scheduled session.**

Speaker Ready Room hours:

Saturday	10:00 am – 5:00 pm
Sunday	7:00 am – 5:00 pm
Monday	7:00 am – 5:00 pm
Tuesday	7:00 am – 5:00 pm

For any A/V questions or requests, please contact Courtney Mesmer at ATA 202.223.3333 or ata2016@americantelemed.org.

Presentations

- Report to your assigned meeting room **15 minutes prior** to the start of the session. The computers will be pre-loaded with the presentations scheduled to take place in that specific meeting room.
- Check the session computer to make sure your presentation was properly uploaded.
- Please be prepared to sit at the head table during your panel time. Speakers should be ready to go to the podium after Moderator introductions.
- To begin your presentation, click on your name/presentation on the meeting laptop screen.
- **Time management is critical to the success of the session.** Please adhere to the time allotted for your presentation; to assist with time management, speaker timers will be utilized.

- **Use of the microphone:** Speak into the microphones and repeat questions from the audience prior to responding to questions as all sessions are being audio recorded.
- Keep to your allotted time! Be mindful of your fellow presenters.

Oral Presenter Resources:

Please review these important resources accessible from the Presenter Resources website:

- Best Practices For Delivering A Successful Oral Presentation at ATA 2016
- Guidelines Regarding Commercial Support and Disclosure
- Promotional Toolkit – *this resource will help you get the word out about your session and ATA 2016!*

ATA Mobile App

The ATA 2016 mobile app partner is SpotMe. This exciting new app offers users access to the full education program, up-to-date information and new features for moderators, presenters and attendees to interact and engage with each other during the conference. More information coming soon!

Special Requirements

If you have special needs (i.e. ramp access to the riser or a modified lectern height), please contact ATA staff as soon as possible at ata2016@americantelemed.org

For any other questions or special requests, please contact ata2016@americantelemed.org or call 202.223.3333