APPLICABLE TO

- all Invited Speakers (State-of-the-Art Lectures, Educational Fora and Special Lectures)
- all Podium presenters
- all Moderated Poster presenters (please read page 3 for poster set-up)

KEY POINTS FOR ALL PRESENTERS

- All presenters must check into the Speaker Ready Room (Fraser) at least 12 hours prior to their session time in order to upload their presentation to the computer network.
- The main server in the Speaker Ready Room is networked with the Plenary room as well as the Moderated Poster rooms. Presentations will not be accepted directly in the session rooms for uploading.
- All presentations should be prepared to be tested on PowerPoint 2013 on Windows 7 based PCs, in 16:9 format.
- Use of individual laptop computers is not permitted.
- Only video codec's and fonts as detailed below will be supported.
- PowerPoint for MAC files should be tested on a PC before attending the event.
- Keynote for MAC will not be accepted; it must be exported to PowerPoint.
- Only files ending in .ppt and .pptx will work.

To view your individual talk times (excluding EF speakers) please log into the meeting management site (https://cua.tech4pco.com) and go to “My Lectures”.

PREPARING YOUR PRESENTATION (Moderated poster presenters please read page 3)

All presenters must include: A PowerPoint slide with the potential conflicts of interest must be shown in each presentation for each presenter. A template slide is available for download on the CUA meeting website. If you do not have any potential conflicts of interest, please still include the slide and add the statement: The speaker has no conflicts of interest to disclose.

Option to share with the audience: While you are onsite and uploading your PowerPoint presentation there will be an option to share your presentation on the meeting management site with registered delegates. If you choose to share your presentation, the presentation will only be available after the meeting, on June 28 and only to registered delegates for 6 months. We encourage this, but it is not mandatory.

Please note you can upload two versions:
- 1 version for your presentation
- 1 redacted version to share with the delegates
BEFORE YOU ARRIVE AT THE CONFERENCE

**Backup:** Please bring a copy of your presentation along with you when you depart for the Meeting. Copy your PowerPoint and all movies to a folder on a USB. PowerPoint does NOT embed movies. They must all be placed in the same folder as your PowerPoint. It is good practice to keep a second copy in your luggage.

AT THE CONFERENCE

Speaker Ready Room – Fraser:

Presenters should review their presentation in the Speaker Ready Room no later than 12 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician that can assist with any compatibility or formatting issues.

**Hours of Operation:**
- Saturday, June 25 11:00-18:00
- Sunday, June 26 07:30-17:00
- Monday, June 27 07:30-16:30
- Tuesday, June 28 07:00-12:00

In the Session Room

Please arrive at your session meeting room at least 15 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern and to meet your chair person and ask questions to the technician.

By following the guidelines above, your presentation will go smoothly. Should you have any questions not addressed in this document, please feel free to email patricia@iseventsolutions.com.

**SPECS FOR CREATING YOUR PPT(X) 16:9 FORMAT!**

**Movies/Videos:** Please take steps to compress your videos. Uncompressed videos will take longer to upload and will not be better quality than a modern MPEG-4 codec. We can only accept movies created as MPGs, WMVs, or with the following AVI codecs: H.264, MPEG-4 (Divx, Xvid, or WMVs), Indeo, Cinepack, Techsmith.

Flash content (SWF) is fully supported.

Apple Quicktime formats such as MOV, QT, MP4, or DV files are NOT supported in Windows PowerPoint. Options to convert these movies to a Windows compatible AVI are discussed below in Consideration for Mac Users.

**Animation:** Please try to keep animation to a minimum.

**Fonts:** We only support fonts that are included with Office 2013 (and earlier). If you need a specialized font, it should be embedded into your PowerPoint presentation. For instructions on this process, please click on the following link: http://support.microsoft.com/kb/826832/en-us
Instructions for Poster Set-up – Moderated Posters

This year, moderated poster presenters are asked to prepare and bring:

1) A set of two PowerPoint slides (16:9 PPT format) for their 4 minute presentation (2 minutes talk, 2 minutes Q&A)
2) A printed paper poster (guidelines to preparing the poster are available online)
3) Conflict of interest disclosure used in one of the three of the following ways:
   1) on the printed paper poster;
   OR 2) printing an accompanying piece of paper with all the disclosures to pin up on the poster board beside the poster;
   OR 3) in your PowerPoint presentation (making it 3 slides in total). If you do not have any potential conflicts of interest, please still include the slide and add the statement: The speaker has no conflicts of interest to disclose.
4) Upload a digital version of the paper poster (PDF copy) to the program management system (optional). This digital version of the poster can be uploaded in advance, but will only be visible to the meeting delegates after June 28.

A podium microphone will be available in the room as well as a projector and screen. Please upload your 2 PowerPoint slides in the Speaker Ready Room (Fraser Room) in advance of your session. This will allow the session to run smoothly. **You cannot upload your slides in the session room.**

Session Set-up:
The rooms will be open at least 30 minutes before the start of the session. Poster numbers and Velcro will already be at your individual poster slot. Please make sure your poster is mounted 15 minutes prior to session start time and dismounted immediately at session conclusion.

- For sessions with Moderated and Unmoderated Posters, the first 30 minutes will be devoted to viewing the posters.
- For sessions with only Moderated Posters, the presentations will begin right away.

(Poster Sessions: 03 – Basic Science, 04 – Urologic Malignancies(1), 06 – ED/Andrology/Infertility, 10 - Transplantation, 11 - Urologic Malignancies (2))

Each presenter will step to the podium and present 2 minutes of highlights. Two minutes will be given after each presentation for discussion. The chairs of the session will keep you on time and will stop you once you hit the 2 minute mark. If you go over the 2 minute mark, your question and answer period will be reduced.

**BEST MODERATED POSTER AWARD**
Each session will be awarded with a best moderated poster presentation! The chairs of your session will be the judges! Come prepared and good luck!