



## AUDIO/VISUAL GUIDELINES

### 2022 International Society of Psychiatric-Mental Health Nurses Annual Conference

Arrive at least 20-30 minutes prior to your session (not your presentation time) in order to download your presentation onto the laptop computer in the meeting room. A technician from CMI Communications will be available to assist you in case any technical issues arise. Name your presentation with your LastName\_FirstName\_Date.

Bring two copies of your presentation, in case of storage or media failure. Provide your presentation on a USB thumb drive.

Check-in with the session chair so that she/he knows you are present.

The following audio/visual equipment will be available in your meeting room:

- LCD projector
- Laptop computer (PC)
- Screen sized to the meeting room
- Laser pointer/wireless mouse
- Podium microphone
- Lavalier microphone
- Aisle microphone (for questions and if the meeting room is large enough)

**Internet:** There is no hard-wired internet connection in the meeting room. There is a wireless connection, but the bandwidth may not be strong. Do not count on being able to access the internet as a part of your presentation.

**Note:** If your presentation contains audio, be sure to inform the event management well in advance so that proper audio equipment can be made available ([conferences@ispn-psych.org](mailto:conferences@ispn-psych.org)).

#### Preparing Your Presentation

Please review the following guidelines for preparing your presentation.

- Make sure that you can read your slides from at least ten feet from your computer screen. If you can't read it from there, people in the back of the room won't be able to read it either. Readability is a common complaint.
- Use contrasting colors for the text and the background so the text will be easy to read.
- Use a font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
- Avoid using non-standard fonts. Standard fonts include Geneva, New Roman, Helvetica.
- Use short phrases and sentences to convey your message.
- Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.

- Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
- Keep text simple and easy to read by not using many different text effects such as bold, italics, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.
- If there is a video attached to your presentation, make sure that it is embedded in PowerPoint and not linked to a file or webpage. You should also arrive at your session room well in advance to confirm your video is playing properly. Make sure that you can read your slides from at least ten feet from your computer screen.

#### Macintosh Tips:

- If you are using Apple's application Keynote be sure to save your presentation either as a PowerPoint compatible file, or as a PDF document. Keep in mind that if you save your presentation as a PDF file you will not be able to edit it on site.
- If you plan to use your own MacBook onsite for your presentation, please make sure you have your proper monitor adapter with you; USB C to HDMI or Mini-Display Port to HDMI.
- If you plan to use your own MacBook onsite for your presentation, please make sure you have your monitor adapter with you; Mini-Display Port to VGA or DVI to VGA depending on which model MacBook you use.

#### Available Software:

The following software will be available on all presentation computers:

- Operating System: Windows 10
- Professional (x64 Bit)
- Microsoft Software Installed:
  - Microsoft - Office Professional Plus 2013\* (or greater)
    - Microsoft Word 2013
    - Microsoft Excel 2013
    - Microsoft PowerPoint 2013

Additional Software Installed:

Adobe Acrobat Reader, VLC Media Player, Google Chrome - latest version

\*This version of MS Office will operate files from earlier editions.

#### Questions

If you have any questions about the audio/visual aspect of your presentation, please contact Jane Shepard at [conferences@ispn-psych.org](mailto:conferences@ispn-psych.org).