

# American Society of Gene & Cell Therapy

## Guide for Presenters



### IMPORTANT INFORMATION FOR ALL PRESENTERS

**ASGCT 22nd Annual Meeting  
April 29 – May 2, 2019  
Washington Hilton  
Washington, DC, USA**

## **IMPORTANT INFORMATION FOR ALL PRESENTERS**

The standard set-up for the, Scientific Symposia, Oral Abstract Presentations and Education Sessions will include:

- 1) podium
- 1) podium microphone
- 2) table top Microphones
- 1) Wireless lavalier microphone
- 1) Wireless Hand Held microphone for Questions & Answers from the audience
- 1) mouse pointer
- 1) laser pointer
- 1) 16:9 Aspect ratio screen
- 1) HD (WUXGA) projector
- 2) laptops for PowerPoint presentations on the tech table
- 1) Video switch to switch between computers on the tech table
- 1) Confidence monitor, so you will not need to look behind you to the screen
- 1) Slide advancer / Cue light to click between slides
- 1) Speaker Timer
- 2) speaker for both computer sound and sound from the microphones in the room

The standard set-up for the Plenary Session will include all of the items above plus additional screens, projectors and speakers to accommodate the larger Plenary Session room.

Speakers should check in on-site and submit their presentation at the Speaker Ready Desk located in the Coats Room on the Terrace Level of the Washington Hilton Hotel. **All presentations must be pre-loaded at least four hours prior to the start of your session. If presentations are not pre-loaded and are loaded during your session, the time that it takes to set up your presentation will be subtracted from the time of your talk. If you have a presentation early in the day, please check-in the previous day. Thank you for your cooperation.**

### **Computer Presentation Guidelines**

- Computer presentations must be in PowerPoint for Windows format on a USB Jump Drive. (See note for MAC users below).
- Please note that all content should be created using the 16:9 aspect ratio not 4:3
- All the screens for the show will be 16:9 aspect ratio. The keynote/plenary screens will be:
- 9' x 16' screens. 16:9 aspect ratio.

**Speaker Ready Desk Hours** – The Speaker Ready Desk is located in the Coats Room on the Terrace Level of the Washington Hilton Hotel.

Sunday, April 28	5:00 pm – 7:00 pm
Monday, April 29	7:00 am – 7:00 pm
Tuesday, April 30	7:00 am – 7:00 pm
Wednesday, May 1	7:00 am – 7:00 pm
Thursday, May 2	7:30 am – 12:00 pm

### **Technical Requirements for PowerPoint Presentations on the Central Computer System**

- ASGCT will provide PC's at the Tech Table. Presenters will advance their "slides" from the podium with a wireless clicker.

- Because of multiple screens in the presentation room, please remember to use the mouse pointer located on the podium. This mouse will only be used as a pointer, it will have no other functionality of a mouse to advance slides or click on objects.
- Use only Microsoft PowerPoint. Mac users should submit their presentations on a PC formatted jump drive. Be certain that your slides are formatted for electronic projection. To do so, click “File” on the menu bar, then “Page Setup”, slides sized for “Onscreen Show.” You may have to resize the content of your PowerPoint presentation to fit the new screen format. 16:9 aspect ratio.
- When naming your PowerPoint Presentation, use only Western alpha-numeric characters. Do not use any characters that incorporate a dash, dot or backslash, etc. as part of the character, for example & or ü or / or \ or – or. Please include the date you will be speaking, the room you will be speaking in, your name, session number, and presentation title.
- Place all audio and video clips linked with the PowerPoint presentation into a single file folder. Video files should be AVI or MPEG1, not MPEG2.
- Bring all media on USB Jump Drives only. **Use only PC formatted drives.**
- If a presentation uses fonts other than the basic Windows fonts (Arial, Times Roman, etc) please copy these fonts in a folder along with the presentation. You will find these fonts located at C:\Windows\Fonts. (The fonts will have .tff as their file extension.)
- Please note that all content should be created using the 16:9 aspect ratio not 4:3
- All the screens for the show will be 16:9 aspect ratio. The keynote/plenary screens will also be: 16:9 aspect ratio screens.
- You must submit your presentation at the Speaker Ready Desk located in the Coats Room on the Terrace Level of the Washington Hilton Hotel at least four hours prior to your presentation. It does require a certain amount of time to integrate all of the files into the system and then distribute them to the presentation room.

The 22nd Annual Meeting of the American Society of Gene & Cell Therapy will offer a variety of session types. The following definitions are offered to assist faculty in coordinating their individual sessions and talks based on the expectations of the Program and Education Committees.

#### **Education Sessions** – 90 minutes

- Basic sessions that provide the ABC’s of a specific topic and are geared towards individuals with little knowledge about the topic that want a basic overview.
- Education Sessions will be subdivided into two headings. “Topical Review” sessions will provide a broad perspective of an area of importance to the gene therapy community such as major vector systems, specific target organs or diseases, and funding/regulatory issues. “Emerging Field Review” sessions will provide a broad perspective of a technological or scientific discipline that has recently become of great significance to our members.
- The ideal format includes three 30 minute presentations with a moderator directing the session; the moderator introduces the speakers, may choose to present one of the talks, and manages the Q & A period at the end.
- Note: The education sessions are not to be laboratory presentations.

#### **Scientific Symposia** – 120 minutes

- Large, didactic sessions where 4 speakers each provide a 25 minute in-depth talk on their specific body of work.
- Symposia are designed to have a broad appeal (e.g. cancer, hematopoiesis, infectious diseases, non-viral, etc).
- The chairs of the Society’s scientific committees (plus Clinical Trials and Regulatory Affairs, Ethics, International, Translational Science and Product Development, Commercialization,

Government Relations and Bio Industry Liaison) recommend topics and suggest speakers for the scientific symposia to the President and Program Committee.

### **Your Presentation and ASGCT Provided Computer Hardware and Software**

As you get ready to save your PowerPoint and data files and travel to the 22nd Annual Meeting of the American Society of Gene & Cell Therapy (ASGCT), please be aware of this important information:

- 1) ASGCT's Audio Visual vendor, Show Gear, will be providing PC laptops for all conference meeting room sessions with the Windows 7 operating system and Office 2016 software. All PowerPoint presentations created with an earlier version Office software will run and be displayed as created.
  
- 2) All presentations created in the Microsoft Vista operating system on Office 2007 should also run properly, but please submit your presentation at the Speaker Ready Desk located in the Coats Room on the Terrace Level of the Washington Hilton Hotel at least **four** hours prior to the start of your session. You can also run through your presentation on the provided laptops with Windows 7/Office 2016.
  
- 3) All presentations created on Apple Mac's should be saved as PC files so that they will run properly on provided PC laptops. There may be an issue with your slide formatting as your Mac presentation is saved as a PC file so please submit your presentation at the Speaker Ready Desk located in the Coats Room on the Terrace Level of the Washington Hilton Hotel at least **four** hours prior to the start of your session. You can also run through your presentation on the provided laptops with Windows 7/Office 2016. (.PICT files and other QuickTime based graphics may not display properly and may have to be converted).
  
- 4) Any presentation with embedded video files (AVI, MOV,MPG, WMV, MP2) should run properly with provided PC laptops, but please submit your presentation at the Speaker Ready Desk located in the Coats Room on the Terrace Level of the Washington Hilton Hotel at least **four** hours prior to the start of your session. You can also run through your presentation on the provided laptops with Windows 7/Office 2016. **Any presentation created on a Mac with video files should be run on the presenter's laptop from the podium.**
  
- 5) The keynote/plenary room will have the ability to connect your personal PC/Mac Laptop at the tech table, into the LCD projector if that is the best way to run your presentation. This capability is not available in the breakout rooms unless requested in advance.

## Hints for a More Effective Presentation

- Be consistent from one slide to the next.
  - How many slides should you use?
    - One slide per one to three minutes of your presentation
  - How much should you put on each slide?
    - No more than 5 to 8 lines of type
    - At most, 5 to 7 words per line
    - Try to keep content away from the edges of your screen.
  - What kind of type should you use?
    - 30 to 36 point for headings and titles
    - at least 24 point for body copy
    - use key words
    - do not use CAPITAL LETTERS
    - use **boldface** and *italics* for emphasis
    - use bright colors: yellow for emphasis
    - do not underline text
- What types of fonts are good?
    - Sans serif are easy to read
      - Helvetica
      - Arial
  - What types of backgrounds work best?
    - Dark background with light type
    - Black
    - Blue
    - Maroon
  - What color should the text be?
    - White
    - Yellow...very light colors
    - Reds look great on a small monitor...unreadable on a large screen

**Speakers are required to check in on-site at the Speaker Ready Desk in the Coats Room on the Terrace Level of the Washington Hilton Hotel.**

**Thank you for your time and expertise!**