



2025 ANNUAL Meeting

Montreal, Canada

Wednesday, April 30 -
Saturday, May 3, 2025

AMERICAN SOCIETY
OF PEDIATRIC OTOLARYNGOLOGY

ASPO 2025 Presenter Guidelines

Thank you for your participation in ASPO 2025! The meeting is being held May 1-3, at the Hotel Bonaventure Montreal. Please visit the [ASPO website](#) for general information about the meeting. Please take care to read through all Presenter guidelines. If you have any questions, please contact at aspo@facs.org.

Registration

All Presenters are required to register as an in-person attendee for ASPO 2025: [Registration Information](#)

At the Meeting

- Your presentation must be turned into the Speaker Ready Room **at least four (4)** hours prior to the start of your scheduled SESSION START TIME.
- Individual laptops will not be allowed at the podium.
- You will **NOT** be able to use PRESENTERS VIEW at the lectern. A printer will be available in the speaker-ready room to allow you to print out your notes to bring with you.
- Any updates to your presentation **MUST BE MADE** in the Speaker Ready Room and not your session room.
- All presentations will be loaded by a technician onto the presentation computer at the back of the session room.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Ready Room prior to your presentation (preferably 24 hours in advance of your presentation). The Speaker Ready Room will be staffed with a technician for assistance.
- It is the presenter’s responsibility to collect his or her own media (if applicable) at the conclusion of the session

Submit Your Presentation:

Presenters are asked to submit their presentation ahead of time using the following link: [ASPO PRESENTATION DROPBOX](#). Your presentation upload document title must include the title of your presentation exactly as the title will appear in the program along with your last name. Please review the [PROGRAM](#) to determine in which room you will be presenting. You must upload your presentation into the correct folder.



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Speaker Ready Room

- A Speaker Ready room will be available for *reviewing, editing, and loading* your presentation. **All presentations must be handed in to the technician in the Speaker Ready Room at least four (4) hours prior to the start of your scheduled session's start time.**
- The Speaker Ready Room is in Outrement 4
- Hours of operation are the following:
 - Tuesday, April 29 4:00 pm – 8:00 pm
 - Wednesday, April 30 6:00 am – 6:00 pm
 - Thursday, May 1 6:00 am – 6:00 pm
 - Friday, May 2 6:00 am – 6:00 pm
 - Saturday, May 3 6:00 am – 10:00 am

Equipment

The following audio-visual equipment will be **automatically** provided in the session room:

- Presentation computer at the technician table installed with PowerPoint 2013. See instructions below regarding embedded videos for PowerPoint 2013.
- Monitor, laser pointer and a wired mouse to serve as the slide advancer at podium.
- 16:9 format Screen for Audience
- LCD Projector
- Microphones (1 lectern, table microphones, and 2 floor microphones)
- A/V Technicians (1 Audio Technician & 1 Computer Technician)
- Large display speaker timer

Assembling Your Presentation

- Presentations with audio-visual must be done utilizing PowerPoint technology
- Session rooms will be equipped for single screen projection, large monitor for the head table & monitor for the presenter.
- Title slides, if desired or utilized, should be included as part of each presenter's presentation. If videos are necessary, they should be included as an embedded video clip within the PowerPoint presentation.
- LAPTOPS OR PRESENTATION DEVICES ARE NOT ALLOWED AT THE HEAD TABLE / PODIUM
- HIPPA Compliance requires that the review of all slides to ensure that all patient info is covered via shapes. Please take care to cover patients' names in X-Ray /MRI /ultrasound slides and photos of patient faces.



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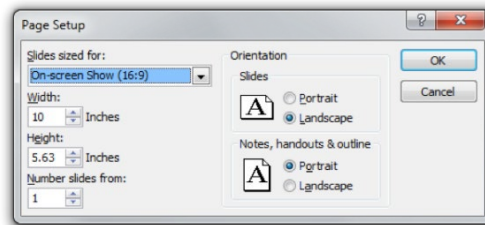
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- ***It is recommended that all PowerPoint presentations be created/submitted in a 16:9 (widescreen) format.***

Create your 16:9 PowerPoint

- **Open PowerPoint** on your PC
- From the top menu, (depending on the version of PowerPoint you have) **select Design**, then **Page Setup** OR **File**, then **Page Setup**, and **change Slides sized for to: On-screen Show (16:9)**.
- **Click OK**
- PowerPoint Page Setup on a PC



- If you start with this step in the creation of your presentation, then just assemble the PowerPoint as you normally would. If you are converting an existing slide show, then please check all the slides for format accuracy.
- A widescreen format should not cause any issues with text in your presentation; however, some images may be stretched as a result. If your presentation has multiple images, a suggested way to transition to widescreen format is to save a copy of your current PowerPoint in the 4:3 format under a different name, then convert to widescreen, and cut and paste the images from the original version into the widescreen version.

PowerPoint Presentation Tips

- Images, movies, drawings, and graphics can be obtained from sources such as digital cameras, scanners, and the Internet. Generally, any visuals (not written words) that look acceptable on a 15-inch monitor will also look good when projected.
- A minimum slide typeface of 24 point is recommended.
- Use color for emphasis only. White or yellow lettering on a blue background is easy to read. **DO NOT USE BLUE, RED or GREEN** text.
- For optimal legibility, use a maximum of six lines of text and six words per line per slide (equals one frame in an electronic format).
- Images: JPG files are the recommended format for images



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- Sound and Video Clips: Solution 1: Pack and Go or Package to CD/Folder: The “Pack and Go” feature of PowerPoint embeds the clip into your presentation file. This ensures that the clip will be in the correct location when you unpack the file on the meeting room computer. Solution 2: Location of audio/video files: Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file. Always check your video clips in the speaker ready room to make sure they have been embedded correctly.
- If you have embedded video in your presentation, you **MUST** test that your presentation can be “read” properly in the Speaker Ready Room prior to your presentation (preferable 24 hours in advance of your presentation).