COSM 2026 Presenter Guidelines

Thank you for your participation in COSM 2026. We sincerely value your time and contribution.

April 22–26, 2026
Phoenix Convention Center, West Building
www.cosm.md

For questions regarding presenter guidelines, contact cosm@affinity-strategies.com. COSM's audiovisual provider is A/V One. AV questions may be directed to Rick Smith at RSmith@audiovisualone.com (preferred) or 847-343-1321.

Registration is Required
All Presenters are required to register for COSM 2026 and will not be allowed access to any session room without a badge. Please register by the early rate deadline of **March 16, 2026**.

General Guidelines
- Your presentation must be submitted to the Speaker Ready Room at least **four (4) hours** before your scheduled Session start time.
- Personal laptops and presentation devices are **not** allowed at the head table or podium.
- You will **not** be able to use Presenter's View at the lectern. A printer will be available in the speaker's ready room so you can print your notes to bring with you.
- Any updates to your presentation **must be made** in the Speaker Ready Room, not in your session room. All presentations will be managed by a technician on the presentation computer at the back of the session room.
- Presentations with audiovisual content must be delivered using **PowerPoint in the 16:9 aspect ratio** (i.e., widescreen).
- Title slides must be included in each speaker's presentation.
- HIPAA Compliance requires that all slides be reviewed to ensure that all patient information is covered by shapes. Please redact patients' names from X-ray, MRI, and ultrasound slides, and from photos of patient faces.

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

- Presentation laptop PC / MAC (equipped with Microsoft 365 or MAC OS, capable of playing video & sound clips located at the tech station)
- Mouse at podium (for slide advancing and use as screen pointer)
- Large Screen Format: All presentations should be in the widescreen 16:9 format
- LCD Data/Video Projector
- Microphones (1 lectern, 3 table, and 2 floor)
- Audio Tech and Computer Tech
- Speaker timer with Large Display

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
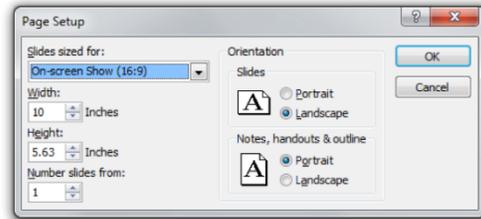
- If you start with this step when creating your presentation, just assemble the PowerPoint as you normally would. If you are converting an existing slideshow, please check all slides for formatting accuracy.
- For optimal legibility, use no more than six lines of text and six words per line per slide (one frame in electronic format).
- We request that you use Arial, as it is a common, cross-platform-compatible font. Serif fonts like Times New Roman do not project well.
- A minimum slide type size *of 24-point is recommended*.
- Use color for emphasis only. White or yellow lettering on a blue background is attractive and easy to read. Avoid blue, red, and green text.
- Use common, cross-platform image formats, such as JPG, PNG, GIF, and BMP.
- All PowerPoint files must be labeled with the speaker's **date, time of presentation, and presenter's last name.** The Speaker Ready Room technician will assist you in placing it in the correct folder on-site by the speaker's day, time, and room name.
- Save your file to a memory stick.
- All presenters must comply with Society-specific CME requirements, including a disclosure slide presented prior to the presentation.

Video

- If videos are necessary, embed them in the PowerPoint.
- If you have embedded video in your presentation, you MUST test that your presentation can be "read" properly in the Speaker Ready Room before your presentation (preferably 24 hours in advance and at a minimum 4 hours before your session).
- When building your presentation, all files (PowerPoint and external, i.e. movie files) associated with your presentation must be loaded separately and saved in the same folder as the rest of your presentation.
- If you expect your presentation to include anything out of the ordinary (e.g., extensive files or video clips), please bring your laptop to the meeting as a backup.

Speaker Ready Room

- **All presentations must be submitted to the technician in the Speaker Ready Room at least four (4) hours before your scheduled session begins.** Those presenters speaking in the morning should check into the Speaker Ready Room the <u>day before</u> their presentation.
- Presentation files cannot be submitted in the session rooms.
- The Speaker Ready Room will be available for *reviewing, editing, and loading* your presentation.
- A printer will be available in the speaker's ready room so you can print your notes to bring with you.
- The Speaker Ready Room will be on the first level in **Room 103A at the Phoenix Convention Center's West Building** and operational during the following hours:

  Tuesday, April 21:   2:00 pm-8:00 pm
  Wednesday, April 22:   6:30 am-6:00 pm
  Thursday, April 23:   6:30 am-6:00 pm
  Friday, April 24:   6:30 am-6:00 pm
  Saturday, April 25:   6:30 am-6:00 pm
  Sunday, April 26:   6:30 am-11:00 am

- Each computer station will have folders on the computer desktop labeled by day, time, and room. Your presentation must be saved in the correct folder to ensure it is loaded in the correct scientific session. A technician will be available to assist you in this process.

At the Podium

- Speak directly into the lectern microphone in a normal voice at a comfortable distance. Do not handle the microphone while speaking. Be cognizant of not turning away from the microphone, as the audience may then not hear you speak.

We look forward to seeing you in Phoenix!

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