



TO: Speakers at 2019 Annual Meeting

FROM: Miguel E. Cabanela, M.D.
Managing Director

DATE: October 2, 2018

RE: Audiovisual at 2019 Annual Meeting

This memo concerns audiovisual presentations at the Mid-America Orthopaedic Association 2019 Annual Meeting, April 10-14, at the Hilton Sandestin Beach Golf Resort, Miramar Beach, Florida.

1. Computer presentation will be available for all speakers. Please bring your PowerPoint presentation on a USB flash drive and turn it in to the AV technician in the speaker ready room (Boardroom) the **day prior to your presentation.** The presentation on your flash drive should be labeled with your name, paper number (if applicable), and title of presentation.
2. There will be no laptops at the podium, but each speaker will be able to control his/her PowerPoint presentation from the podium.
3. If the PowerPoint presentation contains a **movie(s)**, the movie files need to be brought in the same folder as the PowerPoint presentation. They will not be able to play the inserted video without the movie file(s).
4. All **movies**—whether created on a PC or a MAC computer—should be brought in either an Mpeg 4 format or an AVI format. Movies from a MAC computer—if they are in Quick time format—need to be converted to the Mpeg 4 format.

Any specific questions regarding the above can be directed to Eileen Bodie at EBU Productions (e-mail: ebodie@ebuproductions.com or phone: 312-751-1313).

We look forward to your presentation!

Av ltr