



**AMERICAN PANCREATIC ASSOCIATION
ANNUAL MEETING
NOVEMBER 12-15, 2025
LOEWS CORONADO BAY**

ORAL PRESENTERS

- Thank you for participating in APA's Annual Meeting as an Oral Presenter.
- The conference will take place from November 12 to 15, 2025, at the Loews Coronado Bay Hotel in Coronado, California.
- Please visit <https://www.american-pancreatic-association.org> for general information about the meeting.
- All presenters are responsible for paying their own registration, hotel, and travel expenses, unless otherwise communicated.
- Visit the APA website to register. All presenters must register for the in-person conference. Your registration provides access to all sessions, meals, and social events.
- Please reserve your room at the Loews Coronado Hotel. Reservations can be made online or by calling 1-877-872-8559.
- All presenters must submit a financial disclosure form.
- Please direct all questions to the APA Management at apa@apapancreas.org.

Equipment

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

- The presentation computer at the technician's table is installed with PowerPoint. See instructions below regarding embedded videos for PowerPoint.
- Monitor, laser pointer, and a wireless remote to serve as the slide advancer at the podium.
- 16:9 format (Or Widescreen) Screen for the 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

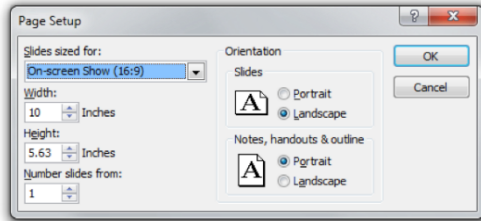
- Presentations with audio-visual must be done utilizing PowerPoint technology.
- Session rooms will be equipped for single screen projection, a large monitor for the head table, and a monitor for the presenter.
- Title slides, if desired or utilized, should be included as part of each presenter's presentation. 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.**
- HIPAA Compliance requires that all slides be reviewed to ensure that all patient information is covered via shapes.
- ***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 creating your presentation, then simply assemble the PowerPoint as you normally would. If you are converting an existing slideshow, please check all the slides for format accuracy.

PowerPoint Presentation Tips

- Images, movies, drawings, and graphics can be obtained from various sources, including 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 highly visible and 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.
- **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.
- Please test all embedded videos with the technician in advance of your presentation.
- Save your presentation as "Session Title_Speaker Name."

At the Meeting

- Your presentation must be turned into the Speaker Ready Table **by 5 pm the day before** your presentation, if not uploaded via Dropbox.
- The Speaker Ready Table will be located outside the main session room at the Loews Coronado Hotel.
- You will **not** be able to use Presenter's View at the lectern. Please print out your notes to bring with you.

Submit your presentation via this Dropbox link by Sunday, November 9, at 11:59 pm.