

**TQIP ANNUAL CONFERENCE**  
**November 13-15**  
**Anaheim Convention Center**

**AUDIO VISUAL GUIDELINES FOR TQIP 2026 PROGRAM PRESENTERS**

*Please note these guidelines are subject to change.*

**EQUIPMENT PROVIDED:**

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

- Confidence monitor of presentation in front of stage; will display notes pages in PowerPoint presenter view
- Clicker for slide advancing at podium
- Speaker timer
- LCD projectors, screens and microphones appropriate to the room
- Presentation computer at AV tech table (not podium) equipped with the following: Intel i7 processor with 32GB RAM, Windows 10, MS Office 2021, Adobe Acrobat Reader

*Please note that use of personal Windows or Mac laptops is not permitted in the session rooms.*

***Requests for additional equipment beyond what is indicated above must be received by the TQIP Management Office by October 5, 2026 and are subject to approval.***

**ASSEMBLE YOUR PRESENTATION:**

All presentations should be formatted in the standard Widescreen 16:9 format. PowerPoint defaults to this layout when you create a new presentation. Please note, the TQIP PowerPoint Presentation Template provided through the Conference Harvester is already formatted appropriately. No adjustments will need to be made when using this template for your presentation.

**SUBMISSION OF PRESENTATION ON-SITE IN SPEAKER READY ROOM (SRR):**

Speakers are required to submit their presentation **on-site in the speaker ready room**. Presentation files cannot be submitted in the session rooms. Presentations must be finalized and reviewed by the presenter in the SRR **at least 4 hours prior to the presentation time**. It is imperative that presentations created on a Macintosh and converted or that contain video be reviewed.

The SRR is located at the Anaheim Convention Center Room 201A and will be open during the following hours:

Thursday, November 12	2:00 pm – 6:00 pm
Friday, November 13	7:00 am – 5:00 pm
Saturday, November 14	7:00 am – 5:00 pm
Sunday, November 15	7:00 am – 10:45 am

***It is required that you check in to the TQIP Speaker Ready Room to submit your slides and confirm TQIP has the most up to date version. It is encouraged that you do a run through of your slides to review formatting and test any videos you may have.***

**SPEAKER DISCLOSURE SLIDE:**

In accordance with the ACCME Accreditation Criteria, all speakers must disclose relevant financial relationships with any commercial interest as it pertains to each presentation. Authors are required to disclose any conflicts on a slide at the start of the presentation. A disclosure slide is included in the TQIP PowerPoint template. Oral Abstract presenters, please note that the disclosure slide must be in line with the information provided during the abstract submission process.

The Presentation Management system being utilized currently does **not** support upload of Prezi files. The session room computers are not online and will not have Prezi Desktop installed. Presenters who wish to use Prezi must bring it on a USB flash drive in the offline portable Prezi format to be tested in the Speaker Ready Room. This requires that you have a Prezi Pro account and instructions to do so are detailed on the Prezi site at this link: <https://prezi.com/support/article/sharing/download-a-portable-prezi/>.

Please contact [acstqipconference@facs.org](mailto:acstqipconference@facs.org) for any additional questions.