Nov. 29 – Dec. 3
RSNA® 2026
AT THE CENTER OF CARE

AUDIOVISUAL GUIDELINES AND INSTRUCTIONS FOR SPEAKERS

RSNA is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. As a presenter, you have an important role in helping to comply with the ACCME Standards for Integrity and Independence in Accredited Continuing Education. The RSNA requires that the content of its accredited CME activities provide balance, independence, objectivity, and scientific rigor. Planning and development of the clinical content and format must be free of the influence or control of a commercial entity and must promote improvements or quality in healthcare and not a specific business interest of any commercial interest (e.g., no commercial bias). Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Presentations must give a balanced view of therapeutic options by using generic names rather than trade names in order to maintain impartiality (e.g., use trade names from several companies, not just a single company) Educational materials that are part of a CME activity such as slides, abstracts, and handouts cannot contain any advertising, trade names without generic names, or product-group advertising. In compliance with HIPAA, any individual identifiable health information is not to be included in the presentation.

Use of Artificial Intelligence (AI): Presenters are responsible for ensuring the accuracy, integrity, and appropriate attribution of any content developed using AI tools. Any material use of AI in developing presentation materials should be disclosed in accordance with RSNA policies.

RSNA requires all presenters to make single electronic presentations. To avoid technical difficulties/malfunctions, all presenters must use the presentation computers provided by RSNA and coordinated through the Speaker Ready Rooms. *Advance presenter requests for using your own personal computer must be reviewed by the Board Liaison for the Annual Meeting, who will make the final decision to authorize each request. Requests for presenting Scientific Papers using a personal computer will be unequivocally denied.* RSNA staff will determine the feasibility of accommodating last minute requests on-site.

If you have any special requirements – i.e., Internet, use of your own computer – please contact Kim Christianson at kchristianson@rsna.org. All special requirements are subject to review for approval.

The meeting rooms will be furnished with a PC laptop at the lectern, a 24" LCD confidence monitor and a video data projector with 1280x720 resolution. The laptops will be Windows-based PCs with Microsoft PowerPoint ***(Office 2019)***, the latest versions of Adobe Acrobat Reader, VLC and Google Chrome. Other presentation programs will not be available. The tips below will help ensure that little, if any, editing will need to be done when you arrive at the in-person meeting, allowing you to quickly review your presentation in the speaker ready room. These tips are for Windows users. As all the provided laptops will be PCs, Mac users should additionally review considerations for Mac Users at the end of this document.

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BUILDING YOUR PRESENTATION

All meeting rooms will be equipped with a 16:9 aspect ratio screen. You have the option to build your presentation in 16:9 or 4:3. If your preference is to display your presentation in 4:3, please understand that the presentation will be "pillar boxed" (black bar on either side of the screen) on the 16:9 screen.

To change an existing 4:3 presentation into a 16:9 widescreen format, on the "Design" tab in PowerPoint 2013, click on "Slide Size". In the drop-down box, select "Widescreen (16:9)". If you make this change on an existing presentation, your slides will expand to a new size. If you have any videos or photos in an existing PowerPoint, they might need to be resized, so they do not appear stretched. Check animations to ensure the elements line up correctly.

Important: When naming your file, please keep the length under 30 characters and do not include symbols ex. () , / ~ ' as this will prevent your presentation from being transferred to the Meeting Room computer.

Videos: Please take steps to compress your videos. Uncompressed videos will make a very large fileand will take longer to upload and will not be better quality than a modern codec. Recommended codecs are **WMV, H.264 (AVI, MOV) MPEG-1, MPEG-4 (Part 14)**. PowerPoint also supports **MOV** files; use H.264 codec with AAC audio for the best compatibility.

Note: It is important that your movies do not completely fill the screen. In the meeting room you will only have a mouse to advance your slides. You can only advance your PowerPoint with a mouse by clicking on the slide, not the movie itself.

If you cannot convert the files or have a considerable number of files, please check with a technicianin the Speaker Ready Room who can make arrangements to convert the videos, or at RSNA's discretion, confirm you will be allowed to present off your own laptop.

Fonts: We only supply fonts that are included with Windows 10 and Microsoft Office. If you need a specialized font, it should be embedded into your PowerPoint presentation. Instructions on EMBEDDING FONTS.

International Presenters: *Not all characters on the U.S. keyboard appear on other keyboards. Similarly, other keyboards often contain many characters not visible on the U.S. keyboard. Pleasetake the following steps to help minimize character issues once on show site.*

1. *Go to Control Panel and choose "REGIONAL AND LANGUAGE OPTIONS"*
2. *Click the "ADVANCED" tab*
3. *Choose "English (United States) and hit OK*

PRIOR TO THE MEETING

Advance Submission: Instructions with the web site link to the site will be emailed. *There is no advanced submission cut-off date.* After submitting a file, you will receive a confirmation email from orchestrate@freeman.com within an hour. If you do not receive a confirmation, please contact orchestrate@freeman.com to ensure your file was received. When contacting support for technicalissues, please reference RSNA as the meeting name and the presenter's full name.

If you need to make changes to a presentation that you have already submitted, you must resubmit the files on the website utilizing a new file name and delete the file earlier submitted.You cannot edit your original presentation via the website.

Multiple Presenters: Do not combine multiple presenters' PowerPoints into one file and submit them under one name. The system manages presenters individually; co-presenters will not have access to log in or edit the combined presentation.

Backup: Please bring a copy of your presentation along with you when you depart for the meeting. Copy your PowerPoint and all movies to a folder on a flash drive. They must all be placed in the samefolder as your PowerPoint. It is good practice to keep a second copy in your luggage.

AT THE MEETING

Speaker Ready Room: Speakers must check in at the Speaker Ready Room ***4 hours before*** their scheduled presentation. The laptops in the Speaker Ready Room will be configured with hardware and software exactly like the laptop in the meeting rooms**.**

It is imperative that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues. Once you are comfortable your presentation is complete, confirm the date, time, and room for your session.

Speaker Ready Room:	North Building, Level 4, N426A Lakeside Center, Level 2, E257	
Hours of Operation:	Saturday, November 28	12:00 pm – 5:30 pm* **North Building Only*
	Sunday, November 29 – Wednesday, December 2	7:00 am – 6:00 pm
	Thursday, December 3	7:00 am – 3:00 pm

YOUR PRESENTATION

The laptops in the meeting rooms will be set up with **PowerPoint Presenter View**. This allows attendees to see your slides on the screen, but only you can view your notes on the laptop at the lectern. For more information on Presenter View, as well as other useful tools, please see the following links:

VIEW YOUR SPEAKER NOTES AS YOU DELIVER YOUR SLIDE SHOW

Please arrive at your meeting room at least **20 minutes** before the start of your session. Take time to familiarize yourself with the setup at the lectern. A laptop will be located on the lectern so you can easily see your presentation. To open your presentation, simply click your name from the list of presenters, and then click the start button at the top to launch your PowerPoint. You will control/advance the slides during your presentation using a computer mouse. Left click advances the slides; right click goes back. At the end of your presentation, the display will return to the list of presenters in that session.

Speak directly into the microphone in a normal voice, and do not handle the microphone while speaking. If you turn away from the microphone, the audience may not hear your voice.

If you have any difficulties or need any assistance, click the REQUEST ASSISTANCE button (with the red flag) at the bottom of the screen and select between the help options (Room and Computer) and a technician will be immediately sent to your room.

By following the guidelines above, your presentation will go smoothly. Should you have any technical questions not addressed in this document, please contact orchestrate@freeman.com. If you have logistical questions, please contact Kim Christianson at kchristianson@rsna.org

CONSIDERATIONS FOR MAC USERS

Movies: PowerPoint 2019 (PC) supports MOV files. Use H.264 with AAC audio for the best compatibility. If you are using a version of PowerPoint prior to Office 2013, please export files to **MP4** or **MOV** with **Quicktime X**.

If you cannot convert the files or have a considerable number of files, please check with a technician in the Speaker Ready Room who can make arrangements to convert the videos.

Keynote: Keynote is not supported on the PC. If you wish to show your Keynote file, you can do one of the following: export your keynote file as a *.ppt file or export your Keynote as an interactive QuickTime movie in the share section of Keynote. To ensure your Keynote is a single file go to File > Advanced > Change File Type and make sure Single File is selected. You can export Keynote as Keynote 08 file or compress Keynote as a .zip file before uploading.

Slide Size: To change an existing Keynote, talk into a 16:9 widescreen format, open your Keynote file and then open the "Inspector" tool. On the first tab toward the bottom, set the resolution of your presentation to "1280x720" or "1920x1080"

If you are creating a new Keynote file, select "16:9" in the "Theme Chooser" window.