

Dear AUPO Annual Meeting Speaker,

Thank you for being a part of the 2024 AUPO Annual Meeting and Educating the Educators Meeting at the Marriott Austin Downtown hotel in Austin, Texas!

The following email provides instructions for audio-visual presentations. Please read this email carefully.

PowerPoint Template - All oral presenters are required to use the widescreen 16 x 9 2024 AUPO [slide template](#), which is also located on the [Presenter Central](#) page of the AUPO website. (*Exception: Presenters giving Organization Reports/Updates and the AUPO/RPB Resident and Fellow Research Forum presenters are not required to use the AUPO slide template.)

Permission to Record - Many of the sessions will be audio-recorded. After the meeting, audio recordings will be synched with slide presentations and available on AUPO's website. Please complete the [Permission to Record form](#), which is also located on the [Presenter Central](#) page no later than **Wednesday, January 17, 2024**.

Uploading Presentations - Prior to finalizing and uploading your slides, review the instructions available via the [Upload Presentation](#) link for information about file naming conventions, allowed file types, instructions for videos, and other helpful tips. Instructions for submitting revised presentations are also included.

If you will not have slides for your presentation, please send an email to aupo@aao.org to inform staff.

For technical questions regarding your presentation upload, please send by email to Jarrett Davis at jdavis@avenuelive.com.

When you are ready, use the **Upload Presentation Now** link below to submit your slides.

[Upload Presentation Now](#)

Confirmation - After uploading your slides successfully, you will receive an email that includes a copy of the presentation you submitted.

Program - All presenters and moderators are encouraged to verify the dates and times of presentations by reviewing the program. Several options for viewing the program are available:

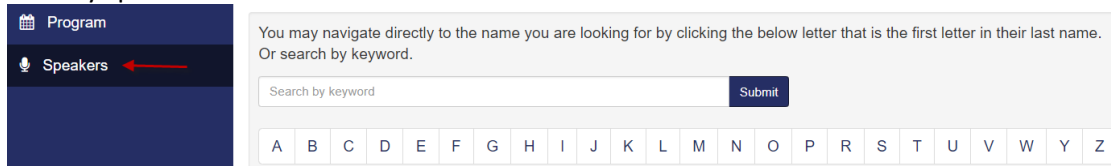
- 1) [Printed Program](#) – linked here and posted on the Meetings/Annual Meeting 2024/Education page of the website
- 2) [Online Schedule](#)

- ☐ filter by day, keyword, and AUPO Main Meeting, Educating the Educators, Administrator Program, Coordinator Program



The screenshot shows a navigation menu on the left with 'Program' and 'Speakers' options. The main area displays a calendar for the week of January 30 to February 3, 2024. A search bar with the text 'Search/Filter Program' and a 'My Itinerary' button are located below the calendar tabs.

- ☐ filter by speaker



The screenshot shows a search interface with a text input field labeled 'Search by keyword' and a 'Submit' button. Below the search bar is a row of letters from A to Z, which can be used to filter speakers by their last name.

We greatly appreciate your willingness to share your expertise with your colleagues at AUPO 2024 in Austin, Texas.

Happy Holidays!