



## Audio Visual Submission Procedures and Guidelines for Oral Presentations

### PRE-SUBMISSION OF ELECTRONIC PRESENTATIONS THROUGH THE INTERNET

Annual Assembly presenters are requested to read this material in order to properly upload their presentation visuals in advance of the meeting. The system used is a web-enabled presentation delivery and management system that will allow American Academy of Physical Medicine and Rehabilitation Annual Assembly presenters the opportunity to upload their PowerPoint presentations directly to a Annual Assembly presentation server prior to arriving on-site for the symposium.

This pre-submission upload site is now live and can be accessed from your web browser. **The deadline for pre-submitting your presentation electronically will be Friday, October 19, 2018.**

The pre-submission upload process of your presentation is broken into three parts: the Login, the Upload, and the Confirmation.

**1. Login** - The e-mail notification referenced above will provide a URL, "unique identifier," and password. This "unique identifier" and password will be queried against DW's database of presenters and if validated by the server, you will be sent to the Upload page.

**2. Upload** - On this page, you will be presented with a "data grid" which displays information about when and where you are presenting. You will be asked to create a folder on your hard drive, name the folder according to our instructions and put your presentation and any accompanying files within it. You will then use a special "applet" on the web page to find the folder you just created on your hard drive and upload it. During the upload process, you will see a progress bar that "accurately" indicates the amount of time left before the upload is complete.

**3. Confirmation** - After the files are successfully written to the server, you will be sent to the confirmation page, where you are shown a listing of the files that were successfully uploaded to the server. During this process, an email is created and sent to you and the DW technical crew, reiterating this same information. Also, our internal presentation database is updated, to indicate the date and time that you uploaded your presentation. You will then be asked to logout to finish the process.

**4. Onsite Confirmation-** All Speakers are required to upload their presentations through the Pre-Submission Site and/or the Speaker Ready Room to properly distribute your presentation to the presentation room. Presenters with presentations that are not loaded in the presentation server will be sent back to the Speaker Ready Room to submit their presentation.

Please keep in mind that this electronic pre-submission presentation delivery system will benefit those presenters with high-speed internet access or those electronic presentations *below* 50 MB in size with a dial-up service account. Presenters with large, embedded video movie files within their PowerPoint presentations should make it a point to deliver their presentation media to the speaker ready room for review and loading of their presentation onto the show server *in person*, at your allotted time frame. Otherwise, the upload process of your presentation on-line could take a very long time, even with high-speed connectivity to our site.

## **SPEAKER READY ROOM CHECK-IN PROCEDURES**

- **Presentation Upload Required-** All Speakers are required to upload their presentations through the Pre- Submission Site and/or the Speaker Ready Room to properly distribute your presentation to the presentation room. Presenters with presentations that are not loaded in the presentation server will be sent back to the Speaker Ready Room to submit their presentation.
- If you pre-submitted your presentation, please come to the Speaker Ready Room **Convention Center, Room W223B**, a minimum of 3 hours in advance of your talk. Otherwise, take your presentation to Speaker Ready Room, a minimum of 3 hours in advance of your talk.
- Upon arrival at the Speaker Ready Room, a technician will check you in, upload your presentation if necessary and then assign you to one of the preview stations where you will be able to review and finalize your presentation.
- Once you have finalized your presentation, there will be limited opportunity to make further changes. Please make every effort to finalize your presentation for AM sessions by closing time the day prior and for afternoon sessions by 11:30 am that day.
- Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops, etc.
- Internet connectivity is not available in oral session rooms.

**If you are attending the Annual Assembly convention *only for the day of your session*, you are still required to load your presentation in the Speaker Ready Room as early as possible to test and load your presentation file into the presentation server. An audio/visual technician will be on duty in each individual workshop room to ensure a smooth transition between speakers in meeting rooms, to answer any equipment questions and to adjust lighting and sound levels to your requirements.**

***UNDER NO CIRCUMSTANCES WILL PRESENTERS BE ALLOWED TO E-MAIL PRESENTATIONS TO SID.***

## **SPEAKER READY ROOM HOURS**

The Annual Assembly Speaker Ready Room is located in Room W223B which is located on Level 2 of the Orange County Convention Center. The hours of operation are:

Wednesday, October 24 – 1:00 pm–7:00 pm  
Thursday, October 25 – 7:00 am–5:00 pm  
Friday, October 26 – 7:00 am–5:00 pm  
Saturday, October 27 – 7:00 am–5:00 pm  
Sunday, October 28 – 7:30 am–9:00 am

## **AUDIO/VISUAL & COMPUTER EQUIPMENT**

A Windows PC computer will be setup next to the podium in each workshop session room with the following configuration:

- Processor: a minimum Pentium IV 3.0 GHz
- 1 GB RAM
- 1024 x 768 at 24 bit color depth
- Microsoft Windows 10 Professional
- Microsoft Office 2016
- Windows Media Player (Version 10)
- QuickTime (Latest Version)
- Flash Player (Latest Version)
- Adobe Acrobat Reader (Latest Version)

All electronic files must be submitted in the Speaker Ready room using one of the software formats listed below:

- PowerPoint 2016 or earlier version
- Operating System: Media should be PC Formatted
- Web Browser: Microsoft Edge and Chrome
- Plug-Ins: Quick-Time 10, Adobe Acrobat DC
- Video Playback: Windows Media Player 12; Quick-Time 10
- PDF Reader: Adobe Acrobat DC
- Unix Users: Bring HTML Files or Adobe Acrobat X

**\*Note: ALL Quick-Time users should make sure to submit their presentation to the Speaker Ready Room AT LEAST 24 hours in advance, due to additional processing time that will be required.**

Please submit your presentation utilizing one of the following media types:

- USB Mini Drives – Any brand as long as they do not require drivers.
- CD-ROM a.k.a CD-R
- CD-RW (not recommended)
- Memory Cards (Memory Stick, MicroDrive, Secure Digital, Multimedia, Smart Media, Compact Flash)

Audio-Visual Equipment that will be setup in each workshop session room:

- Minimum 3300 lumen LCD projector (1280 x 720 screen resolution)
- Audio Direct Box for computer audio connection to the meeting room PA system
- Table Microphones
- Podium Microphone
- Projection Screen
- Microphone Mixer

## GUIDELINES FOR COMPATIBILITY

**Aspect Ratio:** This year we will be continuing projecting in 16:9 as opposed to 4:3 in previous years.

**Fonts:** The presentation systems will be loaded with **Standard Windows Fonts**. If your presentation contains any special fonts, you must provide a copy of the font, to be loaded on the presentation system. To be safe, use Arial or Times New Roman to create your presentation. Please pay special attention to fonts, if you use scientific notation within your presentation, as this is often written using a non-standard font.

**Formatting:** Presentations are most readable when using a dark background (Blue, for example) and bright lettering (Yellow or White). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the back of the room, and break up a complex slide into a series of slides, to make it more intelligible.

**Slide Master:** Make use of the Slide Master capability of PowerPoint, to standardize the look of your presentation. That way, if you need to change the bullets or fonts, they can be changed globally. (You won't have to edit each slide individually)

**Embedded Images:** The maximum display resolution of our presentation machines is 1024 x 768. When inserting images into a PowerPoint presentation, you should reduce their Image Size (in an external program, like Photoshop) to approximate their on-screen size in the Presentation. If you insert large scanned images, or large images from a digital camera (above 1024x768), PowerPoint will have to re-size the image to fit the screen "on-the-fly" during your presentation. This will cause your presentation to be much larger (in MB) than it needs to be and can often cause unwanted pauses and slow performance during slide advance.

**Linked Media Files:** If you will be using Linked Media Files, please create a folder on your machine and store your presentation and all the media files within that folder. That way when you transfer the files to us, you will be sure to transfer all the appropriate files, and their relative location will remain the same.

Media files fall into three categories:

- 1) Files that can be played within PowerPoint natively
- 2) Files that can be played within PowerPoint, with the addition of an appropriate "Codec"
- 3) Files that **cannot** be played within your PowerPoint presentation and require an external viewer.

**Windows Media:** Generally, any media file that can be played within Windows Media Player, can be linked to your PowerPoint Presentation (and be played from within it). Please pay close attention to the Codec that was used to encode the file. If you're not sure what it is, please contact the person who created the file. Some examples of Codec's that are supported directly for playback within your presentation are: MPEG1, Indeo 5 and Cinepak. If you are using a "non-standard" codec, you will have to provide a copy of it to us at least 24 hours in advance, so we may install it on the presentation machine.

**QuickTime** movies will not always play within your PowerPoint presentation. However you can create an "Action Button" which will allow you to click on an icon in your PowerPoint slide and it will spawn the appropriate viewer application and load the movie for you. Because of this limitation, you may want to consider compressing your movie file into an appropriate Windows Media format.

**Macintosh Users:** There are a number of challenges involved in transferring PowerPoint presentations between the Mac and Windows. Fonts are often a problem, and you may want to consider using Times New Roman. If you have any embedded images, please convert them to JPEG before inserting them into your Presentation. (Otherwise they may not transfer properly) If you are using QuickTime movies in your presentation, you will incur the same limitations outlined above.

**Unix Users** must have HTML files or PDF files in Adobe Acrobat X.

**Acrobat Reader:** You are welcome to bring your files in Acrobat's PDF format; however, editing these files at the meeting will not be possible.

**HTML presentations:** Make sure that your files are portable. Data will be copied from your media to the network's hard drive. If files are not portable, you could lose links between pages.

**Web Server:** Web Server is not on the network so please plan accordingly.

**Other Plug-Ins or Active X controls:** These cannot be installed into the network. If your presentation takes advantage of a function not built into the Edge browser or the Plug-Ins mentioned above, you may have difficulties on site.

Please contact [assembly@aapmr.org](mailto:assembly@aapmr.org) with questions.

## **PREPARATION OF YOUR PRESENTATION**

- Graphics must be well designed, simple, and readable by everyone in the audience. It is worthwhile to use professional preparation services, if possible.
- Use as few graphics as needed that can be discussed in the time allotted. As a general rule, use one graphic for each one or two minutes of presentation time.
- Presentations are most readable when using a dark background (blue, for example) and bright lettering (yellow or white). It is often helpful to step 8-10 feet back from your computer screen and make sure that your slides are readable. Stay away from small fonts which will be illegible from the back of the room, and break up a complex slide into a series of slides.
- Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.
- Do not show long or complicated formulas or equations. Each graphic should remain on the screen at least 20 seconds.
- Use the absolute minimum number of words in the title, subtitle, and captions. Remember that standard abbreviations are acceptable.
- Use bold characters not fancy serifs.
- Table preparation: Do not use more than three or four vertical columns and six to eight horizontal rows. If there are any more columns or rows, the information will not be readable. Do not use ruled vertical or horizontal lines; they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.

- Graph preparation: Generally, do not use more than one or two curves on one diagram; a maximum of three to four curves may be shown, but only if well separated. Label each curve; do not use symbols and a legend. Do not show data points unless scatter is important.
- Colored graphs are very effective. Color adds attractiveness, interest and clarity to slide and viewgraph illustrations and should be used whenever possible. If you use color, remember that contrasting colors are easier to see.
- Critically examine every graphic and view them under adverse light conditions before presenting at a meeting. It is sometimes impossible to provide excellent light conditions at meetings.
- An introductory and concluding graphic can greatly improve the focus of your talk.

## FONT LIST

If the typeface you are using in your presentation does not show up in this list, your text will not display in the exact lettering style you want, and may change the precise positioning and flow of text.

Abadi MT Condensed Light Regular	Arial Black Bold
Abadi MT Condensed Light Italic	Arial Black Bold Italic
Abadi MT Condensed Light Bold	Arial Narrow Regular
Abadi MT Condensed Light Bold Italic	Arial Narrow Italic
Academy Engraved LET Plain	Arial Narrow Bold
Academy Engraved LET Italic	Arial Narrow Bold Italic
Academy Engraved LET Bold	Baskerville Regular
Academy Engraved LET Bold Italic	Baskerville Italic
Albertus Extra Bold Bold	Baskerville Bold
Albertus Extra Bold Bold Italic	Baskerville Bold Italic
Albertus Medium Regular	Binner Gothic Regular
Albertus Medium Italic	Binner Gothic Italic
Albertus Medium Bold	Binner Gothic Bold
Albertus Medium Bold Italic	Binner Gothic Bold Italic
Antique Olive Regular	Blackletter686 BT Regular
Antique Olive Italic	Blackletter686 BT Italic
Antique Olive Bold	Blackletter686 BT Bold
Antique Olive Bold Italic	Blackletter686 BT Bold Italic
Arial Regular	Book Antiqua Regular
Arial Italic	Book Antiqua Italic
Arial Bold	Book Antiqua Bold
Arial Bold Italic	Book Antiqua Bold Italic
Arial Alternative Regular	Bookman Old Style Regular
Arial Alternative Italic	Bookman Old Style Italic
Arial Alternative Bold	Bookman Old Style Bold
Arial Alternative Bold Italic	Bookman Old Style Bold Italic
Arial Alternative Symbol Regular	Botanical Regular
Arial Alternative Symbol Italic	Botanical Italic
Arial Alternative Symbol Bold	Botanical Bold
Arial Alternative Symbol Bold Italic	Botanical Bold Italic
Arial Black Regular	Broadway BT Regular
Arial Black Italic	Broadway BT Italic

Broadway BT Bold  
Broadway BT Bold Italic  
Brush Script Regular  
Brush Script Italic  
Brush Script Bold  
Brush Script Bold Italic  
Calisto MT Regular  
Calisto MT Italic  
Calisto MT Bold  
Calisto MT Bold Italic  
Calligraph421 BT Roman  
Calligraph421 BT Italic  
Calligraph421 BT Bold  
Calligraph421 BT Bold Italic  
Cataneo BT Regular  
Cataneo BT Italic  
Cataneo BT Bold  
Cataneo BT Bold Italic  
Centaur Regular  
Centaur Italic  
Centaur Bold  
Centaur Bold Italic  
Century Gothic Regular  
Century Gothic Italic  
Century Gothic Bold  
Century Gothic Bold Italic  
CG Omega Regular  
CG Omega Italic  
CG Omega Bold  
CG Omega Bold Italic  
CG Times Regular  
CG Times Italic  
CG Times Bold  
CG Times Bold Italic  
Clarendon Condensed Bold  
Clarendon Condensed Bold Italic  
Comic Sans MS Regular  
Comic Sans MS Italic  
Comic Sans MS Bold  
Comic Sans MS Bold Italic  
Copperplate Gothic Bold Regular  
Copperplate Gothic Bold Italic  
Copperplate Gothic Bold Bold  
Copperplate Gothic Bold Bold Italic  
Copperplate Gothic Light Regular  
Copperplate Gothic Light Italic  
Copperplate Gothic Light Bold  
Copperplate Gothic Light Bold Italic  
Coronet Italic  
Coronet Bold Italic  
Courier Regular  
Courier Italic  
Courier Bold

Courier Bold Italic  
Courier New Regular  
Courier New Italic  
Courier New Bold  
Courier New Bold Italic  
David Regular  
David Italic  
David Bold  
David Bold Italic  
David Transparent Regular  
David Transparent Italic  
David Transparent Bold  
David Transparent Bold Italic  
Fixed Miriam Transparent Regular  
Fixed Miriam Transparent Italic  
Fixed Miriam Transparent Bold  
Fixed Miriam Transparent Bold Italic  
Garamond Regular  
Garamond Italic  
Garamond Bold  
Garamond Bold Italic  
Gill Sans Regular  
Gill Sans Italic  
Gill Sans Bold  
Gill Sans Bold Italic  
Gill Sans Condensed Regular  
Gill Sans Condensed Italic  
Gill Sans Condensed Bold  
Gill Sans Condensed Bold Italic  
Gill Sans Ultra Bold Regular  
Gill Sans Ultra Bold Italic  
Gill Sans Ultra Bold Bold  
Gill Sans Ultra Bold Bold Italic  
Haettenschweiler Regular  
Haettenschweiler Italic  
Haettenschweiler Bold  
Haettenschweiler Bold Italic  
Highlight LET Plain  
Highlight LET Italic  
Highlight LET Bold  
Highlight LET Bold Italic  
HolidayPi BT Regular  
HolidayPi BT Italic  
HolidayPi BT Bold  
HolidayPi BT Bold Italic  
Impact Regular  
Impact Italic  
Impact Bold  
Impact Bold Italic  
John Handy LET Plain  
John Handy LET Italic  
John Handy LET Bold  
John Handy LET Bold Italic

Jokerman LET Plain  
Jokerman LET Italic  
Jokerman LET Bold  
Jokerman LET Bold Italic  
La Bamba LET Plain  
La Bamba LET Italic  
La Bamba LET Bold  
La Bamba LET Bold Italic  
Letter Gothic Regular  
Letter Gothic Italic  
Letter Gothic Bold  
Letter Gothic Bold Italic  
LinePrinter Regular  
LinePrinter Italic  
LinePrinter Bold  
LinePrinter Bold Italic  
Lotus Postal Barcode Regular  
Lotus Postal Barcode Italic  
Lotus Postal Barcode Bold  
Lotus Postal Barcode Bold Italic  
LotusWP Box Roman  
LotusWP Box Italic  
LotusWP Box Bold  
LotusWP Box Bold Italic  
LotusWP Icon Roman  
LotusWP Icon Italic  
LotusWP Icon Bold  
LotusWP Icon Bold Italic  
LotusWP Int A Roman  
LotusWP Int A Italic  
LotusWP Int A Bold  
LotusWP Int A Bold Italic  
LotusWP Int B Roman  
LotusWP Int B Italic  
LotusWP Int B Bold  
LotusWP Int B Bold Italic  
LotusWP Type Roman  
LotusWP Type Italic  
LotusWP Type Bold  
LotusWP Type Bold Italic  
Lucida Console Regular  
Lucida Console Italic  
Lucida Console Bold  
Lucida Console Bold Italic  
Lucida Handwriting Italic  
Lucida Handwriting Bold  
Lucida Handwriting Bold Italic  
Lucida Sans Italic  
Lucida Sans Bold Italic  
Lucida Sans Unicode Regular  
Lucida Sans Unicode Italic  
Lucida Sans Unicode Bold  
Lucida Sans Unicode Bold Italic

Lydian Regular  
Lydian Italic  
Lydian Bold  
Lydian Bold Italic  
Marigold Regular  
Marigold Italic  
Marigold Bold  
Marigold Bold Italic  
Marlett Regular  
Marlett Italic  
Marlett Bold  
Marlett Bold Italic  
Marth A Regular  
Math A Italic  
Math A Bold  
Math A Bold Italic  
Math B Regular  
Math B Italic  
Math B Bold  
Math B Bold Italic  
Math C Regular  
Math C Italic  
Math C Bold  
Math C Bold Italic  
Matisse ITC Regular  
Matisse ITC Italic  
Matisse ITC Bold  
Matisse ITC Bold Italic  
Mekanik LET Plain  
Mekanik LET Italic  
Mekanik LET Bold  
Mekanik LET Bold Italic  
Milano LET Plain  
Milano LET Italic  
Milano LET Bold  
Milano LET Bold Italic  
Miriam Regular  
Miriam Italic  
Miriam Bold  
Miriam Bold Italic  
Miriam Fixed Regular  
Miriam Fixed Italic  
Miriam Fixed Bold  
Miriam Fixed Bold Italic  
Miriam Transparent Regular  
Miriam Transparent Italic  
Miriam Transparent Bold  
Miriam Transparent Bold Italic  
MisterEarl BT Regular  
MisterEarl BT Italic  
MisterEarl BT Bold  
MisterEarl BT Bold Italic  
Monotype Corsiva Regular



Monotype Corsiva Bold Italic  
Monotype Sorts Regular  
Monotype Sorts Italic  
Monotype Sorts Bold  
Monotype Sorts Bold Italic  
MS Outlook Regular  
MS Outlook Italic  
MS Outlook Bold  
MS Outlook Bold Italic  
News Gothic Regular  
News Gothic Italic  
News Gothic Bold  
News Gothic Bold Italic  
News Gothic Condensed Regular  
News Gothic Condensed Italic  
News Gothic Condensed Bold  
News Gothic Condensed Bold Italic  
News Gothic MT Regular  
News Gothic MT Italic  
News Gothic MT Bold  
News Gothic MT Bold Italic  
Nimrod Regular  
Nimrod Italic  
Nimrod Bold  
Nimrod Bold Italic  
OCR A Extended Regular  
OCR A Extended Italic  
OCR A Extended Bold  
OCR A Extended Bold Italic  
Odessa LET Plain  
Odessa LET Italic  
Odessa LET Bold  
Odessa LET Bold Italic  
OldDreadfulNo7 BT Regular  
OldDreadfulNo7 BT Italic  
OldDreadfulNo7 BT Bold  
OldDreadfulNo7 BT Bold Italic  
One Stroke Script LET Plain  
One Stroke Script LET Italic  
One Stroke Script LET Bold  
One Stroke Script LET Bold Italic  
Onyx Regular  
Onyx Italic  
Onyx Bold  
Onyx Bold Italic  
Orange LET Plain  
Orange LET Italic  
Orange LET Bold  
Orange LET Bold Italic  
ParkAvenue BT Regular  
ParkAvenue BT Italic  
ParkAvenue BT Bold  
ParkAvenue BT Bold Italic

Perpetua Regular  
Perpetua Italic  
Perpetua Bold  
Perpetua Bold Italic  
Photina Casual Black Regular  
Photina Casual Black Italic  
Photina Casual Black Bold  
Photina Casual Black Bold Italic  
Pump Demi Bold LET Plain  
Pump Demi Bold LET Italic  
Pump Demi Bold LET Bold  
Pump Demi Bold LET Bold Italic  
Quixley LET Plain  
Quixley LET Italic  
Quixley LET Bold  
Quixley LET Bold Italic  
Rage Italic LET Plain  
Rage Italic LET Italic  
Rage Italic LET Bold  
Rage Italic LET Bold Italic  
Rockwell Bold  
Rockwell Bold Italic  
Rockwell Condensed Bold  
Rockwell Condensed Bold Italic  
Rockwell Light Regular  
Rockwell Light Italic  
Rockwell Light Bold  
Rockwell Light Bold Italic  
Rod Regular  
Rod Italic  
Rod Bold  
Rod Bold Italic  
Ruach LET Plain  
Ruach LET Italic  
Ruach LET Bold  
Ruach LET Bold Italic  
Scruff LET Plain  
Scruff LET Italic  
Scruff LET Bold  
Scruff LET Bold Italic  
Smudger LET Plain  
Smudger LET Italic  
Smudger LET Bold  
Smudger LET Bold Italic  
Square721 BT Roman  
Square721 BT Italic  
Square721 BT Bold  
Square721 BT Bold Italic  
Staccato222 BT Regular  
Staccato222 BT Italic  
Staccato222 BT Bold  
Staccato222 BT Bold Italic  
Symbol Regular

Symbol Italic  
Symbol Bold  
Symbol Bold Italic  
Tahoma Regular  
Tahoma Italic  
Tahoma Bold  
Tahoma Bold Italic  
Tempus Sans ITC Regular  
Tempus Sans ITC Italic  
Tempus Sans ITC Bold  
Tempus Sans ITC Bold Italic  
Times New Roman Regular  
Times New Roman Italic  
Times New Roman Bold  
Times New Roman Bold Italic  
Tiranti Solid LET Plain  
Tiranti Solid LET Italic  
Tiranti Solid LET Bold  
Tiranti Solid LET Bold Italic  
Trebuchet MS Regular  
Trebuchet MS Italic  
Trebuchet MS Bold  
Trebuchet MS Bold Italic  
Univers Regular  
Univers Italic  
Univers Bold  
Univers Bold Italic  
Univers Condensed Regular  
Univers Condensed Italic  
Univers Condensed Bold  
Univers Condensed Bold Italic  
University Roman LET Plain  
University Roman LET Italic  
University Roman LET Bold

University Roman LET Bold Italic  
Verdana Regular  
Verdana Italic  
Verdana Bold  
Verdana Bold Italic  
Victorian LET Plain  
Victorian LET Italic  
Victorian LET Bold  
Victorian LET Bold Italic  
Webdings Regular  
Webdings Italic  
Webdings Bold  
Webdings Bold Italic  
Westminster Regular  
Westminster Italic  
Westminster Bold  
Westminster Bold Italic  
Westwood LET Plain  
Westwood LET Italic  
Westwood LET Bold  
Westwood LET Bold Italic  
Wingdings Regular  
Wingdings Italic  
Wingdings Bold  
Wingdings Bold Italic  
Wingdings 2 Regular  
Wingdings 2 Italic  
Wingdings 2 Bold  
Wingdings 2 Bold Italic  
Wingdings 3 Regular  
Wingdings 3 Italic  
Wingdings 3 Bold  
Wingdings 3 Bold Italic