

Oral Presentation Instructions

These instructions apply to both organized paper symposia and sessions comprised of three individual papers.

Schedule

When you arrive on-site please check the printed program to confirm the schedule of your presentation time block and the room assignment. Refer to the author index to check your presentation(s). Try to be in your presentation room 10 minutes prior to the starting time. You are expected to be present for the entire 90 minute session.

AV Equipment

LCDs are standard in each meeting room. Presenters are asked to bring their own laptops or plan to share with another presenter. All other AV requests required advance approval.

Presentation Length

Each session is 90 minutes in length. In light of many members' requests, we are making a special effort to reserve time at the end of each session for discussion and participation from the audience members. This requires all presenters to keep within their time limit. We know the available time will seem too short to most of us, but please help your session chair by keeping to the time limit (15 - 20 minutes per presentation is typical.)

Conflict of Interest Statement

When applicable all presenters should include his/her conflict of interest disclosure statement in his/her presentation either orally or within the first slide.

Hand-out Materials

We request authors to have materials available in the form of a handout, even if only a one-page abstract; along with contact information to help participants follow up on presentations they heard at the meetings. Please make arrangements to bring any such handouts (50 - 75 copies) and/or be prepared to respond to e-mail requests after the conference.

Slide Instructions for Oral Presentations

Clarity of Power Point slides is vital for a successful scientific presentation. Following is a quick summary of the guidelines to make your slide presentation effective, successful, and enjoyable:

- Keep to one idea per slide
- Use phrases rather than complete sentences.
- Use only six to seven words per line, totaling no more than 40 characters.
- Use no more than 6 to 7 lines of printing per slide, with a blank line in between each, totally no more than 15 typewritten lines.
- Use at least an 18-point font size.
- Simplify graphics and do not over-reduce artwork.
- Use easy-to-read colors, such as white or yellow on a blue background.
- Double check your message: It should be easily grasped in 30 to 40 seconds.

Chair/moderator role for symposia and grouped paper sessions

Arrive a few minutes early to introduce yourself to the presenters if you are a volunteer moderator for a grouped paper session. Introduce the session with a few sentences on the significance of the panel topic. Introduce each presenter by name and talk title (unless they prefer to introduce themselves). Facilitate time keeping for each talk. Leave at least 10 minutes at the end of each paper for discussion. At the end of the talks, thank the speakers and open the floor up for questions, consider several starter questions to get a discussion going after the presentations. Facilitate the question time by helping the presenters to notice who has a question and keeping a track of who is next in line with a question if there are multiple hands raised etc.