



## PLATFORM / ORAL PRESENTATION GUIDELINES

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### *SESSION:*

You will have 10 minutes to present your prepared presentation. This will be followed by 5 minutes to answer questions from the audience. The time schedule will be adhered to strictly out of respect for the other presenters. If you exceed your 10 minutes, the moderator will interrupt you and open the floor to questions.

### *DESIGN:*

If possible, please prepare PowerPoint slides to accompany your presentation.

#### **Recommendations for Slides:**

- Must include Conflict of Interest disclosure slide even if there is nothing to disclose.
- Estimate 45-60 seconds for each slide and therefore have no more than 10-14 slides.
- Use bullet points, not full sentences
- Edit your slides to essential words
- Use tables, lists, figures and diagrams whenever possible. Science makes for a good poster, visuals make for a good presentation.
- Font sizes < 20 should be avoided

#### **Recommendations for Presentations**

- Talk slowly and clearly – if you have too many slides, you will feel rushed
- Face the audience, not the computer or slides
- When presenting graphs, figures or tables, orient the listener to them. For example, stating things like “the y axis represents concentration of breast milk. The x-axis represents time...”
- Practice in advance to make sure your talk is no longer than 10 minutes

#### **Conflict of Interest**

- You must state whether or not you have any conflict of interest at the beginning of the talk.
- Must include Conflict of Interest disclosure slide even if there is nothing to disclose.

### *PRESENTER'S SUBMISSION & CHECK IN:*

All presentations must be uploaded to the PAS Meeting server and submitted via email or mail prior to the meeting (preferred) –or– hand carried on flash drive, diskette, or CD and checked into the Speaker Ready Room at least 24 hours in advance of presentation. ALL presenters are required to check in at the speaker ready room 206/207 at least six hours in advance of their presentation to ensure compatibility, prepare, rehearse, and finalize your presentation before

submitting it to the attendant in the speaker ready room.

**Note:** You are required to check-in with the speaker ready room even if you have pre-submitted your presentation. All media submitted to the speaker ready room will be destroyed post show unless other arrangements are made.

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PAS Speaker Ready Room

Room 206/207

Baltimore Convention Center

There will not be a PAS Speaker Ready Room at the hotels

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**Make use of the help Site:** A web site has been created to assist presenters with various aspects of the presentation creation and submission process. <http://www.speakerconciierge.com/pas/>

Preparing your presentation for transfer:

- You are required to include a disclosure slide at the beginning of your presentation. Samples on **AV Guidelines**.
- Make sure you include any external files utilized in your presentation, i.e. video files, graphics and pictures.
- Place your presentation and support files in a folder and then copy the entire folder to a “finalized” CD or DVD-R, or USB memory stick).
- **Please read, very important!** If you have two or more presentations in the same session, it is essential to provide separate presentation files for each talk. Combining talks on one file for the same session will cause a delay in the session and potential loss of information.

Proper Naming of Files: Files names must include the following information separated by underscores:

**Format:** Date\_Room\_Time\_LastName\_FirstName.ppt

**Example:** 050509\_Rm33\_1300\_Smith\_John.ppt

There are four options for submitting your presentation:

- **Online (by April 20):** Preferred Method, submit to:  
<http://www.speakerconciierge.com/pas/submitp.htm>
- **Email (by April 20):** Email your presentation to the PAS Audio Visual Contractor, AVMG Inc., at [PAS@avmg.com](mailto:PAS@avmg.com)
- **Mail (receipt deadline: April 20):**  
PAS at AVMG  
3310 Matrix Drive, Suite 200  
Richardson, TX 75082  
Phone: (214) 343-2864  
Overnight traceable courier recommended, all packages must be received by April 20th.
- **Onsite:** Take your presentation and all related files on disc to the Speaker Ready Room (Room 324/325) at the Baltimore Convention Center at least 24 hours prior to your session

Bring a backup copy with you: Remember to make a backup copy of your files and transport that media in a separate piece of luggage.

Making Changes To Your Presentation: Once your presentation is loaded on the PAS Network Presentation Manager server in the Speaker Ready Room you will be allowed to return to make changes up to 24 hours in advance of the session where you will be speaking.

Please see additional AV Guidelines here: **Place URL**

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If you have any questions, please contact the PAS Program Office.

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URL: [www.pas-meeting.org](http://www.pas-meeting.org)

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