POWERPOINT   PRESENTATION   GUIDELINES

PowerPoint Presentations for 2019:

All session venues will have a MAC computer running both Macintosh and Windows platforms with the latest platform-specific versions of PowerPoint. In this way, presenters will only have to deal with one computer and a single remote control.
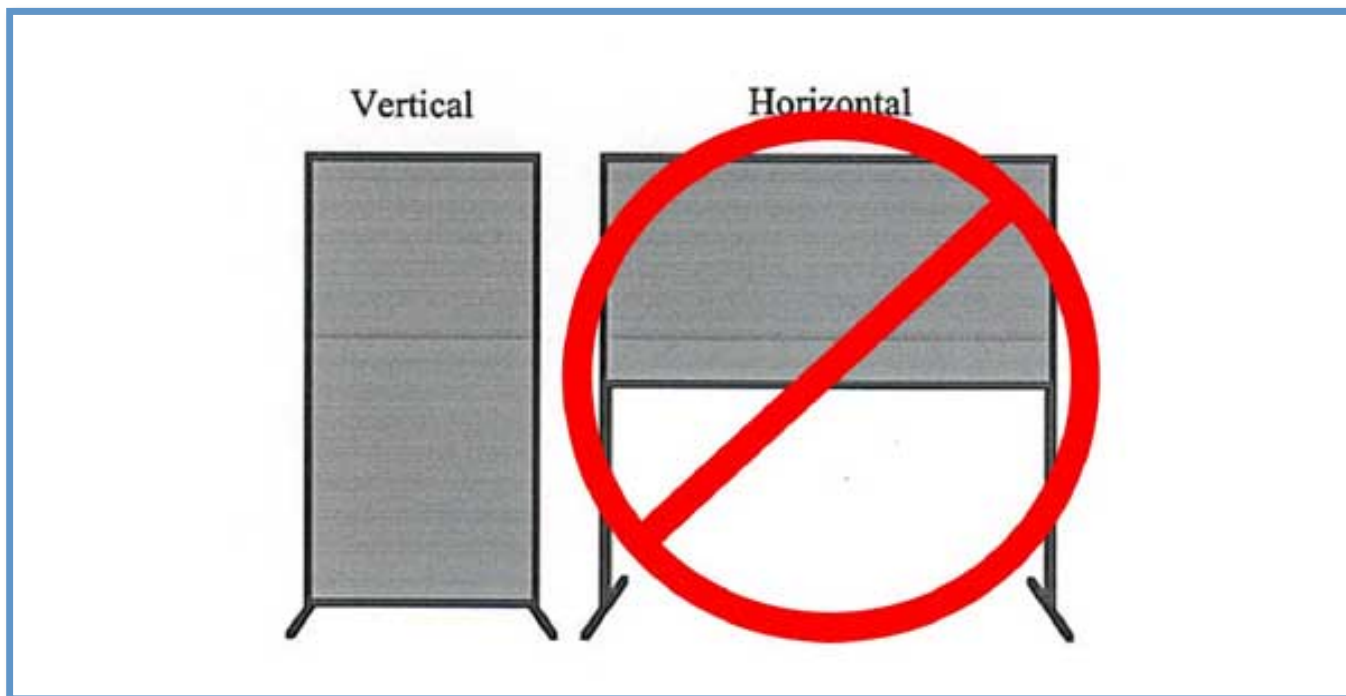
- Each presenter will be responsible for bringing his/her presentation to the speaker ready room the day before they are scheduled to speak.

- Presentations should be in 4:3 aspect ratio.

- An AV support person will load the presentation on to the appropriate platform. We urge you to wait for the AV support person rather than attempting it yourself.

- We will require that presenters use USB flash drives, or secondarily, CDs (formatted ISO9660).

- All presenters must include a screen at the beginning of their presentation disclosing any conflict of interest

- SPECIAL TECHNICAL NOTE #1: The pixel density of LCD projectors is usually much lower than computer monitors. This leads to the frustrating phenomenon of graphs (particularly axes, lines, and error bars) looking satisfactory on the speaker's monitor, but not showing up at all on the big screen. This is all quite easily fixed by simply thickening all lines in any graphs a speaker wants to show. In SigmaPlot, for example, the default setting for line thickness is 0.007 in. Changing this to 0.02 in. assures that all lines will show up, even through a relatively low-resolution LCD projector. Other graphing programs have similar options.

- SPECIAL TECHNICAL NOTE #2: Your font size should be as large as possible. The larger your font size, the better your presentation will be viewed – particularly for people sitting in the back of the room. Please also keep your main topics, graphics, and points towards the center of the screen, not along the edges.

- IMPORTANT NOTE: **YOU MAY NOT USE YOUR OWN COMPUTER FOR YOUR PRESENTATION**

  SESSION CHAIRS WILL BE INSTRUCTED TO IMMEDIATELY WITHDRAW YOUR PRESENTATION IF THIS IS ATTEMPTED. CONNECTING AND RE-CONNECTING COMPUTERS WASTES VALUABLE SESSION TIME.

POSTER PRESENTERS

Boards are **vertical** 8' h x 4' w.

Boards are push pin compatible. Push pins will be available in the poster board room.

Please consult the Mobile App or Program Book for the number of your board and the specific times to set up and dismantle your poster.

All poster presentations must include a disclosure of any conflict of interest.

Posters in the Original Research category should also include the following information: Abstract, Introduction, Methods, Results, Discussion, Conclusions, References Cited, Grant Support, Conflict of Interest statement. Those in the other categories are not required to have Methods or Results.

Posters should be readable from at least 3 feet. Font size recommendations: 85 pt for the title, 36 pt for subheadings, 24 pt for body text; no font smaller than 18 pt. Sans serif fonts are recommended.

Posters are expected to be displayed for the full duration of the scheduled poster session. If your poster is assigned an odd number, please stand at and present your poster during the first hour of the poster session. If your poster is assigned an even number, please stand at and present your poster during the second hour of the poster session.