Presentation Guidelines – Abstract Presenters

Time Allotment

Oral presenters will be allowed **10 minutes** for their presentation (8 minutes for the presentation itself and 2 minutes for discussion).

This time limit is strictly enforced; going over your 10-minute allotted presentation time will result in an intervention by the session chair.

As the audience consists of experienced clinicians/researchers in the field, you can restrict your introduction to 1-2 slides.

Audio Visual Details

Please bring your presentation (PowerPoint 2007 or higher) to the tech table in the meeting room on a portable USB device. Please double-check your USB device for the presence of computer viruses before submitting your presentation.

You need to submit your presentation during the break prior to the session in which you present at the latest.

Presentations will be presented on a Windows platform. In case you have prepared your presentation on a Mac, please save your presentation as a PC compatible format, either Microsoft PowerPoint or Adobe PDF. Double check the letter fonts and/or animations of your presentation.

Equipment in the room

Presentation:
A confidence monitor will be in front of the lectern showing your presentation.
There will be a computer mouse on the lectern to control your presentation:
- Forwards: left mouse button (+ sign)
- Backwards: right mouse button (- sign)
- Pointer: moving the mouse will show the "arrow" which can be used to point at specific slide elements.

Microphone:
There will be a wired microphone on the lectern.

Support:
Personnel from Virology Education will be in the room assisting you with your presentation.

Presentation Guidelines

One Slide/One Idea
Limit each slide to one main idea to keep your visual presentation simple and easy to read. A good rule to follow: one slide per minute.
Therefore, restrict your presentation to 8 -10 slides total.

Conflict of Interest
Start your presentation with one slide listing your potential conflict(s) of Interest related to your presentation.

Format of the slides
You can use the 16:9 format for your slides.

Use of Color

Use dark colored background (green, blue, maroon, purple, black). Using color will enhance your presentation and be easier to read. Please make text either white or a corresponding color to the background. Please do not use white text on a light background or dark text on a dark background. Use bold, high contrast colored lines in graphics (avoid using red on blue backgrounds because of low contrast).

Text

Use short, concise text, and keep it simple. A good slide has a maximum of 20 words per slide. It is recommended that all text be double-spaced. Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read.

Graphics

Use clear graphics. Incorporate only the essential elements. When using photos, please make sure they are 72 dpi. When creating charts and graphs, make sure to label axes and include legends. Leave blank space around charts and graphs - text placed too close to graphs (except for labels and numbers) will make your slide appear cluttered. It is highly recommended that you bring all elements with you in case they need to be reinserted into the presentation.

Readability

Remember, your slide must be readable from the back of the session room. Use font size > 18pt.

Animation

Please double check the animations after submitting the presentation to make sure everything is working as you would expect.

Movies

While this usually does not create a problem, we encourage you to make it known in advance (prior to the meeting), to ensure that your presentation will run smoothly at the meeting. On site, contact the personnel at the tech table as soon as possible to schedule a pre-run.