

**Instructions for PODIUM Presentations**

**2016 Meeting, Peabody Hotel, Memphis, TN USA May 17-20, 2016**

Dear Dr. {Last Name}

You are listed as an author on the following abstract accepted for podium presentation.  Details are listed below.

PODIUM SESSION: {Session Number}

SESSION TITLE: {Session focus title}

DATE OF SESSION: {Scheduled date}
PODIUM TITLE: {Abstract Title}

Allotted Time for Podium Talks

You will have **10 minutes** to present your work, plus **4 minutes** for questions. The Q/A period will be coordinated by the moderators.

Please respect the moderators, the audience, and your fellow speakers by creating a presentation that can be given within the allotted time.

A timing system with indicator lights will be available to help speakers and moderators manage the pace of presentations.

AV Logistics at the Conference Venue

Presentations will be projected onto one screen from the **conference computer** running **Microsoft PowerPoint 2010** on the windows 7 platform. Please be sure your file is compatible.

***The day before your podium session,*** your PowerPoint presentation will need to be provided to the AV technician on a USB flash drive for loading and testing. Please comply to the following schedule to facilitate the process.

* Podium Session 1-3: Please load your files between Tuesday 2:45-6:00 pm.
* Podium Sessions 4-6: Please load your files Wednesday between 5:00- 6:00 pm.
* Podium Session 7-8: Please load your files Thursday between 5:00-6:00 pm.
* *If necessary, the Registration Desk can assist you with locating the AV technician.*

***To facilitate file compatibility, please do the following:***

* Please only use true type fonts. To select this option when saving your PowerPoint file choose “Include True Type”. If available, embed your presentation fonts (*File – Save As – Save Options*).
* Name your file with the following information, separated by underscores:
1. Day and session number (e.g., Thursday, Session 4 = T4)
2. Presentation number within session will be available on the schedule of podium sessions on the conference on or before May 1, 2016.
3. Presenting speaker’s last name
4. Brief descriptive text

For example: T4\_3\_Smith\_treatmentOutcomes.ppt

* If your presentation includes video files, please put your PowerPoint file and all associated video files in **one folder** with the same name as your presentation. Make sure there are no extraneous files in the folder. Copy this entire folder, intact, over to the conference computer.
* If you use video files, please create files that are compatible with Windows Media Player for the Windows 7 platform. File types must be compatible with the AVI, WMV, WMA, MPEG 1, MPEG 2 or MPEG 3 CODEC.

On the day of your podium session, please arrive at least 15 minutes before the session starts, make sure your files are ready, and introduce yourself to the moderators. If your session is proceeded by another session without an intervening break, please arrive 15 minutes prior to the earlier session.

Special Requests from the Program Chairs

* Make sure your slides are **free of commercial influence**; e.g., no advertising, trademarks, or commercial logos. This is an important requirement for CME accreditation of our meeting.
* Following your title slide, the second slide of your presentation should provide **disclosure** of any relevant financial information (e.g. consulting relationships, sponsorships, etc.) If you have no relationships to disclose, a statement to this effect should be presented. We have provided a sample slide for your reference at the end of this packet.
* Please conclude your presentation with a final slide that concisely summarizes your **“take home” message.** This slide will be visible during the discussion period.
* Keep in mind that the GCMAS audience includes physicians, physical therapists, engineers, biomechanists, and students with diverse backgrounds. As a GCMAS speaker, your goal and your challenge is to make your presentation **exciting and accessible to all**.

Tips for Giving a Great Presentation

* Keep each slide simple, clean, and concise. Eliminate distractions from the slide’s main point.
* Use phrases and keywords, not whole sentences, since they are more easily interpreted.
* Design your slides with a consistent background and layout. Avoid hard to read text/background combinations. eg: red on green; yellow on white etc…
* Limit your text to just a few true type fonts.
* Make figures and text large enough for attendees in the back to see.
* Be consistent in your method of highlighting.
* Use animation and transitions sparingly, since these features are often distracting.
* Keep graphs and charts simple.
* Don’t assume the audience will infer the meaning of symbols or colors. Orient the audience to your figures throughout the talk (e.g. the blue line represents the average knee angle on the right side during stance phase for the control population).
* Do not read each slide. This is redundant and boring. Tell a story!
* Speak to your audience, not to your slides.
* Have a Plan B in the event of technical difficulties.
* PRACTICE!