

**Instructions for PODIUM Presentations**

**2018 Meeting, Crowne Plaza Indianapolis Downtown Union Station,**

**Indianapolis, IN**

Schedule of Podium Sessions

The schedule of (place appropriate link to schedule here) is available at available on the conference abstract website.

Allotted Time for Podium Talks

You will have **7 minutes** to present your work, plus **3 minutes** for questions. The Question/Answer period will be coordinated by the moderators.

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

A timing system will be available to help speakers and session chairs manage the pace of presentations.

AV Logistics at the Conference Venue

Presentations will be projected onto a screen from the **conference computer**. This PC will be running **Microsoft PowerPoint 2013**. Your PowerPoint presentation will need to be provided to the AV technician on a USB flash drive in the Illinois St. Ballroom.

One of the conference styles rooms near the Grand Hall entrance will be designated as a speaker ready room. However, no computer will be available in this room.

To facilitate the transfer of files, please do the following:

* Select the option “Include True Type” when saving your PowerPoint file. 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 order within session is available on the schedule of (place appropriate link to schedule here). Presenting speaker’s last name.
3. Keywords from title

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 run using **Windows Media Player,** and/or encode the files using a common CODEC(AVI, WMV, WMA, MPEG 1, MPEG 2, MPEG 3).

***Before your podium session,*** bring your files to the AV technician for loading and testing in Illinois St. Ballroom during one of the following times prior to your podium session.

* Wednesday between 7:00-8:00 am, 10:30 am-1:30 pm, 3:00-4:00 pm.
* Thursday between 9:30-11:00 am, 12:00-1:30 pm, 3:00-4:00 pm.

***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.

Requests from the Program Chair

* 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.
* Please conclude your presentation with a final slide that concisely summarizes your

 **“take home” message.** This slide can be visible during the discussion period.