



## Instructions for PODIUM Presentations

2014 Meeting, University of Delaware, Newark, DE, USA

### Schedule of Podium Sessions

The schedule of [podium sessions](#) is available at available on the conference website.

### Allotted Time for Podium Talks

Unless you are presenting a clinical case study, you will have **7 minutes** to present your work, plus **3 minutes** for questions. If you are presenting a clinical case study, you will have **10 minutes** to present the case, plus **5 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**. This is a PC running **Microsoft PowerPoint 2013**.

Your PowerPoint presentation will need to be provided to the AV technician on a USB flash drive.

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 number within session is available on the schedule of [podium sessions](#).
  - 3) Presenting speaker's last name
  - 4) Brief descriptive textFor 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 Room 128.

- Podium Session 1-3: Please load your files between Tuesday 2:30-6:00 pm.
- Podium Sessions 4-5: Please load your files Wednesday between 2:30- 6:00 pm.
- Podium Session 6-7: Please load your files Thursday between 2:30-6:00 pm.
- *If necessary, the Registration Desk can assist you with locating the AV technician.*

***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 preceded by another session without an intervening break, please arrive 15 minutes prior to the earlier session.

***Speaker Ready Room:*** A speaker ready room will be available to prepare for your presentation. Please plan to provide your own laptop and/or presentation tools. See the Registration Desk for details.

### **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.
- Use just a few standard 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!

### **Podium Tweets:**

- All presenters are invited to submit a **“tweet”** (140 characters or less) about your poster, to be displayed on monitors throughout the conference venue. Make sure to include the *#gcmas2014* hashtag. Entice attendees to visit your poster, or simply have some fun!
- Please email your tweet to Sherry Backus ([sherry.backus@gcmas.org](mailto:sherry.backus@gcmas.org)) no later than **June 13, 2014**.