

GUIDELINES

Parallel session presentation

Each parallel session will consist of 7-8 presentations within the specified category/categories for that session.

Session: You will have **8 minutes to present** your prepared presentation. This will be followed by **2 minutes to answer questions** from the audience. The time schedule has to be followed strictly out of respect for the other presenters. If you exceed your 8 minutes, the moderator will have to interrupt you and open the floor to questions. You will get a message when 3 minutes and 1 minute remains of your talk to prepare you for ending.

Design: If possible, please prepare PowerPoint slides to accompany your presentation.

Recommendations for Slides:

- Must include *Conflict of Interest disclosure slide* even if there is nothing to disclose.
- Create your slides in a 16 x 9 format
- Estimate 45-60 seconds for each slide and therefore have no more than 8-12 slides.
- Use bullet points, not full sentences
- Edit your slides to essential words
- Use tables, lists, figures and diagrams whenever possible. Science makes for a good poster; visuals make for a good presentation.
- Font sizes < 20 should be avoided

Recommendations for Presentations:

- Talk slowly and clearly – if you have too many slides, you will feel rushed
- Face the audience, not the computer or slides
- When presenting graphs, figures or tables, orient the listener to them. For example, stating things like “the y axis represents concentration of breast milk. The x-axis represents time...”
- Practice in advance to make sure your talk is no longer than 8 minutes

Conflict of Interest:

- You must state whether you have any conflict of interest at the beginning of the talk.
- All presentations must include *Conflict of Interest disclosure slide* even if there is nothing to disclose.

Presenter's Submission and Check In:

All presentations should be sent by e-mail as an attached powerpoint-file to jon.skranes@sshf.no prior to the meeting (preferred) –or– hand carried on a USB memory stick and checked into the Speaker Ready Room in the morning or during the breaks on Monday Sept 12th before the parallel sessions start at 13:30. ALL presenters are required to check in at the Speaker Ready Room even if you have pre-submitted your presentation. All

media submitted to the Speaker Ready Room will be destroyed post show unless other arrangements are made.

Preparing your presentation for transfer:

- You are required to include a disclosure slide at the beginning of your presentation.
- Make sure you include any external files utilized in your presentation, i.e. video files, graphics and pictures. This is also important if you send the presentation by e-mail in advance.
- Place your presentation and support files in a folder and then copy the entire folder to a “finalized” USB memory stick.
- **Please read, very important!** If you have two or more presentations in the same parallel session, it is essential to provide separate presentation files for each talk. Combining talks on one file for the same session will cause a delay in the session and potential loss of information.

Proper Naming of Files: Files names must include the following information separated by underscores:

Format: Date_Session number_LastName_FirstName.ppt

Example: 050509_A1-2_Smith_John.ppt

There are two options for submitting your presentation:

Online by e-mail: Preferred Method

Onsite: Take your presentation and all related files on USB Memory stick to the “Speaker Ready Room” at the conference center in the morning of Monday Sept 12th.

Remember to make a backup copy of your files and transport that media in a separate piece of luggage.

Making Changes To Your Presentation: Once your presentation is loaded on the EUFASD Network Presentation Manager Server in the Speaker Ready Room you will not be able to make changes since the parallel sessions are on day 1 of the conference.

All participants should familiarize themselves with the other abstracts in the same session. A parallel session discussant helps fuel the discussion by asking relevant questions from the audience, with the goal of increasing audience participation and engagement.