

GUIDELINES

Plenary session presentation

Session: You will have **12 minutes to present** your prepared presentation. This will be followed by **3 minutes to answer questions** from the audience. The time schedule will be adhered to strictly out of respect for the other presenters. You will get a message when 3 minutes and 1 minute remains of your talk to prepare you for ending. If you exceed your 12 minutes, the moderator will have to interrupt you and open the floor to questions.

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

Recommendations for Slides:

- Must include one *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 12-17 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 12 minutes

Conflict of Interest:

- You must state whether you have any conflict of interest at the beginning of the talk.
- Your presentation 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 memory stick and checked into the Speaker Ready Room at least six hours in advance of presentation. ALL presenters are required to check in at the Speaker Ready Room at least six

hours in advance of their presentation to ensure compatibility, prepare, rehearse, and finalize your presentation before submitting it to the attendant in the Speaker Ready Room.

Note: You are required to check-in with 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.
- 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, it is essential to provide separate presentation files for each talk. Combining talks on one file for the same or different sessions 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_Time_LastName_FirstName.ppt

Example: 050509_Session 3_1300_Smith_John.ppt

There are two options for submitting your presentation:

Online: Preferred Method

Onsite: Take your presentation and all related files on a USB memory stick to the “Speaker Ready Room” at the conference center at least 6 hours prior to your session.

Bring a backup copy with you: 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 allowed to make changes.