

GUIDELINES FOR Oral Presentations

2018 CSTE
Annual
CONFERENCE

GENERAL GUIDELINES

Breakout, Quick and Lightning sessions involve oral presentations focused on specific topics and are designed to share information and stimulate discussion. Sessions have audiovisual equipment available, consisting of a **laptop** computer, **LCD panel, screen**, and the appropriate **sound equipment** for room size.

Sessions do not have telephone conferencing equipment, telephone lines, or internet lines available.

All presenting authors and moderators are expected to register for the conference and pay related fees.

CSTE does not provide a travel allowance, honorarium, or reimbursement for presenting authors or moderators attending the conference. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.



PRESENTATION TIME AND Q&A

In order to respect presenters and the audience, all presentations must not exceed their allotted timeframes.

Presentation times can be accessed through your online invitation information in Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your acceptance e-mail.

Presentation times may include time for Q&A so be sure to limit your presentation to the time allotted.

GENERAL GUIDELINES			
Presentation Format	Breakout	Quick	Lightning
Key attributes	Oral presentation requiring a comprehensive review and discussion	Oral presentation with limited review and discussion	Oral presentation limited to speedy sharing of relevant results and conclusion
Presentation Length	18-30 minutes	10 minutes	5 minutes
Q&A	5 minutes included with presentation length	20 minutes at end of session	15 minutes at end of session
# of Presentations in Session	3-5 presentations	7 presentations	15 presentations
Session Length	90 minutes	90 minutes	90 minutes



Important Dates

4•27•18 Invitation Response

6•1•18 Presentation Upload



PRESENTATION TIPS



Engage with your audience by looking at them rather than the screen or your notes.

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Briefly describe PowerPoint slides, but do not read your slides verbatim.

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Allow enough time for people to read each visual during presentation.

QUESTIONS Contact the CSTE national office at (770) 458-3811 if you have questions that are not addressed in the guidelines or the CSTE website.

PREPARING POWERPOINT SLIDES

- ➔ PowerPoint presentations should be compatible with Microsoft 2010 or earlier versions. Please note there is a **file size limit of 35MB**.
- ➔ **Backgrounds of slides** must never be white, unless black block lettering is used. Light colored backgrounds can be used if black block lettering is used. However, the most effective backgrounds are deep blue with either yellow or white lettering. Use high contrast colors between lettering and background. Avoid deep red or blue lettering as it is difficult to read against a dark background. Avoid printing text over patterned backgrounds.
- ➔ **Recommended fonts** are sans serif font, such as Arial, because sans serif fonts are easier to read than serif fonts, such as Times New Roman.
- ➔ Presenting authors using Apple Keynote cannot be uploaded through Speaker's Corner and will not be recorded. Presenters will need to bring their own laptop, adapter and power cables to the session. CSTE is not responsible for your device.
- ➔ **Each slide should present one subject;** avoid detail, but instead display only essential data. Busy slides are confusing to the audience.
- ➔ **Avoid complex** graphics and tables. If video, audio, or animation is included in the presentation, **use approved video file formats** (.wmv) (.mpg) (.avi) (.swf) (.wav) and ensure that the total file size does not exceed the limit of 35MB.
- ➔ **Do not** include links in your presentation that require internet access.
- ➔ **Simplify slides** by using key words, brief and concise phrases. Avoid writing complete sentences on slides.
- ➔ **Please rehearse** your presentation prior to the session for timing and delivery.

UPLOADING POWERPOINT SLIDES

PRESENTATION SLIDES MUST BE UPLOADED THROUGH SPEAKER'S CORNER.



A direct link to your personal Speaker's Corner can be found in your invitation email. During the upload process, you will be asked for permission to record your presentation. Video and audio recording is not required; however, presentations must be uploaded before your session. **To meet the advance deadline, presentations must be uploaded online by 11:59PM EST on June 1, 2018.** After the advance deadline, presentations may only be uploaded or updated on site in the speaker ready room, no later than 24 hours prior to the start of your session. Do not upload or update a presentation in the meeting room. You may preview your presentation in Speaker's Corner if it is uploaded by the advance deadline. Presenters should plan and prepare their presentation according to upload deadlines; however in an emergency situation, a presentation can be uploaded or updated in the meeting room. **Save a copy of your presentation on a USB/flash drive to bring with you to the conference in event of technical difficulties or should you have changes to a previously submitted presentation.**

SPEAKER READY ROOM



A computer station is available for presenting authors to prepare and rehearse their presentations prior to their sessions. Presenting authors may also print one copy of their presentation if needed. **See the agenda for office hours.**

QUESTIONS



Questions regarding the session, time allotment, or general content information for your session should be directed to your session moderator. Moderator contact information is provided with the session information in Speaker's Corner. If a moderator is not currently identified, then the Program Planning Committee has not yet selected an individual for the role and will be doing so within the next few weeks. **In this case, please contact the CSTE national office at (770) 458-3811.**

DURING THE SESSION



Arrive at your designated meeting room 15 minutes prior to the scheduled session to meet other presenting authors and your moderator(s).



Moderators will strictly enforce the presentation time. You will be interrupted by the moderator if you go over time.



The computer in your room will be preloaded with presentations submitted online by the advance deadline and all presentations uploaded or updated in the speaker ready room 24 hours before the start of your session.



During the session, presenting authors are encouraged to sit at the front of the room for quick transitions.



IT and Audio Visual technicians are available on site for assistance when needed. Because they monitor many technical components to the conference, they are not able to remain in the room throughout a session. If you need a technician on site, please seek assistance at the registration desk or speaker ready room.

SPEAKER DISCLOSURE



Presenting authors must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE presenter disclosure should be directed to the CSTE National Office.

PHOTOGRAPHY DISCLOSURE



By participating in this conference, you grant CSTE the right to take and distribute photographs, videotapes, electronic reproductions, and audiotapes of events and activities for use in CSTE print and digital materials.

By agreeing to present, you agree to allow CSTE to make video recordings of your presentation and archive this public available media on the CSTE website.

MEDIA



CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, media personnel may attend conference sessions and can be identified by their conference name badges.

INVITATION RESPONSE AND WITHDRAWALS



Formal letters of invitation are sent by e-mail from the CSTE national office by **March 23**. Presenting authors should respond to the invitation online. All presenting authors are expected to register for the conference and pay related fees. **Your response to the invitation to present is required no later than 11:59PM EST on April 27, 2018. Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author.** Presenting authors that fail to respond by the deadline will be considered accepted and expected to present.

Withdrawal of an accepted abstract must be made no later than 11:59PM EST on April 27, 2018 by contacting **sclinton@cste.org**. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.