

2010 CSTE ANNUAL CONFERENCE

RESOURCE GUIDE FOR PRESENTATIONS

SPEAKERS, MODERATORS, AND ROUNDTABLE AND POSTER PRESENTERS

HINDSIGHT IS 2020: Looking Back at the Last Decade, Looking Ahead to the Next

All speakers, moderators and presenters are expected to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium or reimbursement for speakers attending the conference. CSTE membership is always encouraged for speakers, but it is not a requirement.

BREAKOUT (ORAL) PRESENTATION SPEAKERS

- Breakout sessions involve oral presentations focused on specific topics and are designed to share information and stimulate discussion. Traditionally, CSTE breakout sessions include three single-speaker presentations or one panel presentation.
- Breakout sessions are 90 minutes in length, and presentation time allotment for the session is identified in the invitation letter made by email.
- Presentation time is the total time allotted for the speaker(s) making the presentation to ensure adequate time for all presentations. **Be sure to limit your presentation to the time allotted.**
- A question and answer period is allotted in each session either at the end of each presentation or at the end of the entire session.
- Presentations should be rehearsed prior to the session for timing and delivery.
- Briefly describe PowerPoint slides, but do not read your slides verbatim.
- Engage with your audience by looking at them rather than the screen or your notes.
- Questions regarding the breakout session, time allotment or general content information for your session should be directed to your session moderator. Moderator contact information is provided with your invitation email. If a moderator is not currently identified, then the Program Planning Committee has not 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 if you have any questions.
- Please arrive at your designated meeting room 10-15 minutes prior to your scheduled session to meet your moderator and load your presentation on the laptop computer.

AUDIO/VISUAL EQUIPMENT

- Breakout sessions will have audiovisual equipment available consisting of a laptop computer, LCD panel, screen and the appropriate sound equipment for room size.
- Telephone or internet lines are not available.
- Additional equipment may be requested by contacting the CSTE National Office no later than **Friday, April 16, 2010**. Submission of a request does not guarantee availability of equipment.
- By agreeing to present, you agree to allow CSTE to make audio and/or video recordings of your presentation(s) when appropriate for posting to the CSTE website.
- Audiovisual technicians are available onsite for assistance when needed. Because they monitor more than one meeting room at a time, they are not able to remain in the room throughout a session. If you need an audiovisual technician onsite, please contact the registration desk.

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PRESENTATION FORMAT & PRESENTATION COPIES

- The CSTE National Office does not collect presentations in advance of the meeting.
- PowerPoint is recommended for all breakout (oral) presentations. Please note there is a file size limit of 35MB.
- PowerPoint presentations should be formatted on a flash drive and brought with you to the conference.
- Please arrive at your designated meeting room 10-15 minutes prior to your scheduled session to meet your moderator and load your presentation on the laptop computer.
- If you would like your presentation to be part of the permanent online program, you may upload your presentation and/or handout in the speaker ready room onsite. This can be done prior to or after your session, but it is not a mechanism for uploading presentations prior to the meeting for availability in the meeting room.
- Handouts are not a requirement; however, if you plan to distribute handouts, CSTE recommends that you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE speaker ready room to allow you to make additional copies at a copy shop/business office at your own expense.

SPEAKER DISCLOSURE

- Speakers 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 speaker disclosure should be directed to the CSTE National Office.

MODERATORS

- Moderators are responsible for managing session time by calling the session to order as scheduled, introducing speakers, limiting speaker presentations to the allotted time, and allowing time for questions and answers.
- Session moderators are selected by the Program Planning Committee.
- Breakout sessions are 90 minutes in length. Each speaker within the session will be allotted time for their presentation. If a presentation has more than one speaker, moderators will help ensure all speakers adhere to the total allotted presentation time.
- Moderators should review the breakout (oral) presentation guidelines regarding PowerPoint presentations.
- Prior to the conference, moderators should contact session speakers to discuss the session and coordinate presentation(s). Speaker contact information is available through the online abstract website for moderators.
- Moderators should plan to arrive at the designated meeting room 10-15 minutes prior to the scheduled session to meet speakers and ensure presentations are loaded on the laptop computer. During this time, moderators should discuss a warning signal with speakers that will indicate a presentation should conclude within 2 minutes of the signal.
- Audiovisual technicians are available onsite for assistance when needed. Because they monitor more than one meeting room at a time, they are not able to remain in the room throughout a session. If you need an audiovisual technician onsite, please contact the registration desk.
- Moderators should remind speakers that they must verbally disclose any financial support or conflicts of interests per the speaker disclosure guidelines.

SPEAKER READY ROOM

A speaker ready room is available onsite for speakers to prepare and rehearse their presentations prior to their sessions. Speakers may also print a few copies of their presentation if needed. If you would like your presentation to be part of the permanent online program, you may upload your presentation and/or handout in the speaker ready room.

All plenary speakers must check your PowerPoint presentation with CSTE staff at the registration desk prior to loading it on the speaker's computer.

POSTER PRESENTERS

- Poster presentations are visual illustrations of findings displayed through graphics, photographs, diagrams and limited text on a poster board.
- Poster presentation materials must fit within the poster board display area of **4 feet tall x 8 feet wide.**
- Poster presenters should use a sans serif font, such as Arial, because sans serif fonts are easier to read than serif fonts, such as Times New Roman.
- Posters should be designed using appropriate font sizes so they can be easily viewed from 6 feet away.
- Thumbtacks will be available onsite for mounting the display.
- Each poster board is assigned a number that will correspond with the poster presentation.
- Posters are displayed for a full day, from 7:30 a.m. to 3:30 p.m. on Monday or Tuesday.
- Materials should be posted between 7:00 a.m. and 7:30 a.m. each morning and be removed at 3:30 p.m. on Monday and Tuesday. Posters left overnight or after 10:30 a.m. on Wednesday will be removed and discarded.
- Concurrent poster presentations are scheduled for 30 minutes at either 10:00 a.m. or 3:00 p.m. on Monday or Tuesday. Presenters are expected to remain by their poster boards during the presentation time.
- Poster sessions will not have audiovisual equipment, telephone conferencing equipment, telephone line or internet line available.
- Handouts are not a requirement; however, if you want to distribute handouts, CSTE recommends that you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE speaker ready room to allow you to make additional copies at a copy shop/business office at your own expense.

ROUNDTABLE SPEAKERS

- Roundtable discussions are informative presentations focusing on recent findings or innovative topics with substantial opportunity for discussion among attendees.
- Roundtable sessions are 45 minutes in length and are held during the lunch period.
- Each Roundtable session is provided a small meeting room set-up with a conference table and chairs.
- Roundtable sessions will not have audiovisual equipment, telephone conferencing equipment, telephone line or internet line available.
- Lunch is not provided by CSTE during the session; however, lunch options are available for purchase through the facility.
- Handouts are not a requirement; however, if you want to distribute handouts, CSTE recommends that you bring plenty of copies with you. If you choose to print copies onsite, you may print a few copies in the CSTE speaker ready room to allow you to make additional copies at a copy shop/business office at your own expense.

INVITATION RESPONSE & WITHDRAWALS

Response to the invitation to present is required no later than **11:59 p.m. Eastern Standard Time on April 9, 2010.** Speakers may respond to the invitation online or by contacting the CSTE National Office. If you are unable to make your presentation, please provide the CSTE National Office with a substitute speaker no later than **April 9, 2010.** Withdrawal of an accepted abstract must be made no later than **11:59 p.m. Eastern Standard Time on April 9, 2010,** by contacting bchristner@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.

CONFERENCE EVALUATIONS

Starting June 6, 2010, a link to the overall online evaluation will be available on the CSTE website. All those completing an online evaluation by June 30, 2010, will be eligible for our drawing. Additional information will be available in the final program agenda. Evaluation data is shared only with the CSTE Executive Board and Program Planning Committee to enhance and improve future CSTE conferences.

QUESTIONS

Questions may be directed to the CSTE National Office at (770) 458-3811 or to our website at www.cste.org.

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