



2022 Oral Presentation Guidelines

Please read all information carefully before creating your presentation.

Presentation Logistics

The total duration of your oral presentation is found [here](#). Please reserve 5 minutes from the total duration of your oral presentation for Q&A. For example, if your oral presentation is 25 minutes long, expect to present your slides for 20 minutes and reserve 5 minutes for Q&A.

Uploading Presentation Slides

Please upload your PowerPoint presentation (for **in-person** presentations) or your recorded talk as an MP4 file (for **virtual** presentations) by **October 16, 2022** to [this](#) Box.com folder.

Note: if you are presenting virtually, click [here](#) to review instructions on creating an MP4 file of your recorded talk in Zoom.

Developing Presentation Slides

Please keep in mind the following when developing your slides.

- Make slides as simple as possible.
- No more than 7 lines per slide.
- List the main point on each bullet, then expand on it verbally.
- A good rule of thumb to aim for is one slide per minute.
- Minimize movement and audio if it detracts from your message.
- Do not include material you will not discuss.

Presentation Slide Design

- Design your presentation slides such that they are visible from the back of the room and readily comprehensible.
- Presentations will be projected in a 16:9 format on one screen.
- Enhance the legibility of text and diagrams by maintaining color and intensity contrast.
- Use white or light-yellow text and lines on black or dark blue backgrounds, and use darker colored text on white or light backgrounds.
- A font size of 32 is ideal (**including text on figure axes**).
- A font size of 28 is also easy to see.
- A font size of 24 is acceptable.
- Anything smaller will be difficult to see from the back of a large room.

Disclosure/Non-Disclosure Slide

- As a standard practice, all presenters **must include** a slide dedicated to disclosures as the second slide following the title slide.
- Please allow the slide to stay up on the screen for a minimum of **6 seconds** before you advance your presentation.

Here are example disclosure slides for presenters:

Without Conflict of Interest:

<p>Presenter Disclosure</p> <p>[Name of Presenter]</p> <p>Disclosed no conflict of interest.</p>

With Conflict of Interest:

<p>Presenter Disclosure</p> <p>[Name of Presenter]</p> <p>Type of support–Categories [Examples shown below]</p> <p>Advisory Panel:</p> <p>Board Member:</p> <p>Consultant:</p> <p>Employee:</p> <p>Other:</p> <p>Research Support:</p> <p>Stock/Shareholder:</p>
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