

Scientific Program Presentations

PowerPoint Guidelines

Professional scientific presentations are the central focus of our Aerospace Medical Association Annual Program! Here are some guidelines to help you prepare:

- ◆ Audiovisuals **must not** contain any advertising, trade names, or product messages.
- ◆ Presentations will normally be 10 minutes in length, followed by a 5-minute question period (which cannot be used to extend your speaking time). (NOTE: The length of each panel presentation is determined by the Panel organizers.)
- ◆ Please arrive in the presentation room at least 15 minutes before the session is scheduled to begin. Introduce yourself to the session chair(s) and give your presentation materials to the person in charge of audio-visual support.
- ◆ PowerPoint Presentations will be collected at the end of the session for release to attendees after the meeting (see below).
- ◆ Audio-visual equipment will include a **laptop with U.S. Windows XP, or Vista, U.S. Microsoft Office including the latest version of Microsoft PowerPoint, CD-ROM/DVD drive, USB ports for Thumb or Jump drives, and an LCD projector with screen, microphones, and a laser pointer**. Make sure to select a unique file name for your PowerPoint presentation. Avoid using common filenames such as "ASMA 2011" that are likely to be used by multiple presenters. (ATTENTION International presenters: Be sure to save your presentation as the U.S. version of PowerPoint!) Thumb or jump drives should be scanned for viruses. The onsite Speaker Ready Room will have virus scanning software for use. **Be sure to scan your files for viruses BEFORE you load them on the laptop for your presentation!**
- ◆ **NOTE:** VCR/DVD equipment is NOT PROVIDED. Rental of any VCR/DVD equipment is the responsibility of the authors AT THEIR OWN EXPENSE. Please contact Walt Galanty (email: wgalanty@aimmeetings.com) of Accurate Image Marketing for further information.

IT IS STRONGLY RECOMMENDED THAT YOU USE THE SPEAKER READY ROOM TO PREPARE FOR YOUR PRESENTATION.

P R E S E N T A T I O N T I P S

The success of your presentation will, in large part, be measured by your visual aids. I hope you will find these suggestions useful:

- ◆ Cardinal rule: Keep them simple!! Too much data on one slide will be very confusing. When in doubt, use multiple screens (10 is optimum).
- ◆ Remember, PowerPoint is just a means to present your talking points. You need to be sure that you do not use too many hierarchies (bullet levels) on any one slide. It's okay to use real sentences!
- ◆ Preview presentation in a large room to see how well it projects. Viewers in the back of the room should be able to read the smallest print on every screen.
- ◆ Use contrasting colors and avoid mixing dark colors. Text should clearly stand out from the background. In PowerPoint, the best contrast is the dark blue background and yellow text.
- ◆ Contrary to previous instructions and popular opinion, it is actually better to READ THE SLIDE to the audience. Then follow each bullet with a more detailed explanation. The audience can digest about 1 slide per minute.
- ◆ Be sure to include real graphics when applicable; use supporting documentation.
- ◆ Provide contact information to audience so they can request more information. Consider preparing handouts of your slides for note-taking.
- ◆ Remember that a PowerPoint presentation is not the same as a final manuscript. Please consider submitting the final version of your manuscript for publication in a peer-reviewed journal, such as *Aviation, Space, and Environmental Medicine*.

If you need some help or have questions, please contact Pam Day at: 703-739-2240, ext. 101; pday@asma.org

Providing PowerPoint Presentations to AsMA

AsMA meeting attendees frequently comment that they missed an excellent session because of schedule conflicts, parallel sessions, mandatory meetings, etc. To address this issue and expand our meeting impact and outreach, the Aerospace Medical Association intends to make presentations from the Annual Scientific Meeting available to members and attendees after the meeting. Therefore, presenting authors are required to provide a copy of their PowerPoint presentation to AsMA for this educational purpose. This can be PowerPoint or PDF file of the material presented in the poster or slide session.

- **Presenters are asked to upload their PowerPoint or PDF presentation to the submission web site in advance of the meeting. If this is not possible presenters must bring a copy of the presentation to the meeting on a CD to be left in the care of the Scientific Program Committee.**
- **A second copy will be required for PRESENTERS to load on to the computer to be used in the session for the actual presentation.**

If presenters are uncomfortable with releasing their complete presentations, it is sufficient to provide an edited version at the time of presentation that is acceptable for AsMA distribution or download. Providing AsMA a copy of presented material is in the spirit of scientific endeavor. Authors are reminded that the Annual Scientific Meeting is a public forum and all presented information should be suitable and acceptable for public release.