

# Scientific Program Presentations

## Slide and Panel Guidelines

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

- ❖ **ALL PowerPoint™ Presentations MUST be in 16:9 format and saved to a flash drive.**
- ❖ **PERSONAL COMPUTERS OR PROJECTORS WILL NOT BE PERMITTED. Therefore, it is recommended that video clips be uploaded as separate files and not embedded in the presentation.**
- ❖ **THERE WILL BE NO SPEAKER READY ROOM. Please be sure to convert your presentation from CD to thumb drive, if necessary,, before you arrive.**
- ❖ **Name your presentation using the Abstract Program ID number, provided in an email to presenters, followed by your last name; e.g., 075\_Jones.**
  
- ◆ The first slide should be your title slide; the **second slide must be the Disclosure Slide (choose one of two slides provided online):** <http://www.asma.org/annual-meetings/abstract-submissions-instructions-for-presenters>.
- ◆ Audiovisuals **must NOT** contain any advertising, trade names or logos, or product messages.
- ◆ **Slide** presentations are 10 minutes in length, followed by a 5-minute question period.
- ◆ **Panel** presentations within a **panel** session are normally 15 minutes, with the 15-minute discussion at the end of the session.
- ◆ 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.
- ◆ Equipment available will include a **laptop with U.S. Windows, U.S. Microsoft PowerPoint Viewer™, USB ports for flash drives, an LCD projector with screen, microphones, and a laser pointer.**
- ◆ If you wish to show a video clip, have a separate video file in case the link in the presentation does not work.
- ◆ **NOTE:** DVD equipment is NOT PROVIDED. Rental of DVD equipment will be AT THE PRESENTER'S EXPENSE. Contact Phil Galanty (email: [pgalanty@aimmeetings.com](mailto:pgalanty@aimmeetings.com)) of Accurate Image Marketing for information.

## Capturing PowerPoint™ Presentations

The Aerospace Medical Association intends to make presentations from the Annual Scientific Meeting available to members and attendees after the meeting.

With multiple scientific sessions occurring at the same time, it is impossible to attend all of the sessions of interest for our registrants. To provide our paid registrants the opportunity to view those scientific sessions they missed, the Association is planning to live capture the audio and slides of the PowerPoint™ presentations for all scientific sessions. This post-meeting access is provided to all paid registrants as part of their registration.

As part of your submission form, we asked that you give permission for this live capture. The audio and presentation/slides delivered on-site at the conference will be captured and included on the conference recordings that will be made available following the conference. Plenary conference sessions (audio and slides) may also be offered on the AsMA website. The permission you grant consists of a nonexclusive license for AsMA to repurpose the presentation in print or electronic forms for educational purposes; this is not a transfer of copyright. You (or your employer) retain the right to use this presentation, in whole or in part, in other professional educational endeavors.

Remember, 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.

## P R E S E N T A T I O N   T I P S

- ◆ Cardinal rule: Keep visual material simple!! Too much data on one slide is confusing. When in doubt, use multiple slides (10 is optimum).
- ◆ Do not use too many hierarchies (bullet levels) on any one slide. It's okay to use real sentences!
- ◆ Preview your 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 slide.
- ◆ Use contrasting colors and avoid mixing dark colors. Text should clearly stand out from the background. In PowerPoint™, the best contrast is black or dark blue text on a white background.
- ◆ It is often best to READ THE SLIDE to the audience, contrary to popular opinion. Then follow each bullet with a more detailed explanation. The audience can digest about 1 slide per minute (so your presentation should not have more than about 10 slides (not including title and disclosure) for a 10-minute presentation.
- ◆ Be sure to include real graphics when applicable; use supporting documentation.
- ◆ Provide contact information to the 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 *Aerospace Medicine and Human Performance*.

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