

# 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:

- ◆ The first slide should be your title slide.
- ◆ The **second slide must be the Disclosure Slide (choose one of two slides provided online).**
- ◆ Audiovisuals **must NOT** contain any advertising, trade names or logos, or product messages.
- ◆ Slide 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.
- ◆ Audio-visual equipment will include a **laptop with U.S. Windows 7, 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.**
- ◆ Thumb or jump drives should be scanned for viruses. **Be sure to scan your files for viruses BEFORE you load them on the laptop for your presentation!**
- ◆ Be especially cautious if you wish to show a video clip. It is best to have a separate video file in case the link in the presentation does not work.
- ◆ **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 Phil Galanty (email: [pgalanty@aimmeetings.com](mailto:pgalanty@aimmeetings.com)) of Accurate Image Marketing for further information.

**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 THIS YEAR. A laptop will be available in the Registration Area to check your presentation and scan for viruses.**

### Capturing PowerPoint™ Presentations

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.

The Aerospace Medical Association is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The Aerospace Medical Association is planning to offer post-meeting online Continuing Medical Education (CME) and Maintenance of Certification (MOC) for a fee. In order to accomplish this and provide enduring materials for CME, this year the Association is planning to record the audio of each session and live capture the PowerPoint™ presentations.

As part of your acceptance form, we are asking you to give permission for this live capture. The audio, and in some cases video, 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. Selected 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.

- **Presentations will be converted to PDF format prior to distribution.**
- **Name your presentation using the Abstract Program ID number (as provided in the email to presenters) followed by your last name.**

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

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 slides (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 slide.
- ◆ 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](mailto:pday@asma.org)