

GUIDELINES FOR PREPARING YOUR PRESENTATION

REQUIREMENTS FOR ACCREDITATION

To comply with accreditation standards, your presentation must abide by the following:

1. Content must be generally recognized and accepted by the profession and any recommendations involving clinical medicine must be based on evidence and are generally accepted standards of experimental design, data collection and analysis.
2. The presentation may not promote recommendations, treatment, or manners of practicing medicine that are: not within the definition of continuing medical education; are known to have risks or dangers that outweigh the benefits; or are known to be ineffective in the treatment of patients.
3. The presentation must be fair and balanced. Promotion and products or services of any specific company will not be allowed. If a trade name is used, where available, trades names from several companies should be used, not just from a single company.
4. Corporate logos must be removed from the presentation. Academic institution logos are allowed.
5. Clearly disclose if recommending off-label use.
6. Only generic drug names should be used.
7. Adhere to HIPAA regulations by removing all patient identifiers and must have written permission for use of photographs.

TIPS FOR A MEMORABLE PRESENTATION

- **Be Engaging:** Include content that will grab your audience's attention early. Interesting facts or images, a knowledge check in or reflective question asked to the audience, or even a short video clip can work well to hold your audience's focus. Memorable moments within a presentation can help learners recall your talk above others.
- **Create slides to highlight major points.** Do not duplicate what you will speak to.
- Slides must be sized for widescreen (16:9). **Please use our ACSM PPT template.** ([Click Here to Download ACSM PPT Template](#))
- Plan no more than 1 slide per minute (excluding intro slides, slides that are strictly photographs and slides that can be covered quickly).
- Use large enough font (*minimum of 24 pt.*)
- Slides should be as simple and uncluttered as possible. Do not feel compelled to fill all white space. Make sure the text on the slide is to highlight the main point of the slide.
 - Single point per line
 - < 6 words per line
 - < 6 lines per slide
 - < 30 characters per slide
 - Tables: max 6 rows, 6 columns
 - Avoid busy graphics or tables
 - Limit colors to no more than 4 (*Avoid red lettering to accommodate everyone*)
 - Be consistent with fonts
 - Build ideas and transitions
 - Include summary/take-home points per concept

- Use images or diagrams instead of text whenever possible, to enhance learning. Infographics and high-quality images are best. Do NOT use clip art. (Ensure you have attained appropriate copyright permissions)
- Limit transitions and animations. Allow your words to keep the audience engaged.
- Define all abbreviations.
- Cite references for figures, charts or graphs obtained from literature or websites.
- Close with a slide on the “Key Take-Aways”. What are the main ideas that you want them to remember from your presentation? *(These should be different from the learning objectives)*

REQUIRED SLIDES

1. **Presentation Title, Name and Affiliations:**

Your first slide should contain your presentation title, your name and your affiliation(s).

Example:

<p style="text-align: center;">Presentation Title (as listed in program)</p> <p style="text-align: center;">Your Name, Degree(s) Institution City, State</p>
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2. **Disclaimer:**

Your second slide MUST contain this disclaimer slide. Please do not remove.

3. **Disclosure Information:**

Your Third slide must contain your disclosure information, even if you have no relationships to disclose. Please list all financial relationship, followed by the companies in which you have the stated relationship. If you have nothing to disclose, please state “I have nothing to disclose”.

Example:

<p style="text-align: center;">Presenter Disclosure Information</p> <p><u>Board Member/Advisory Panel:</u> Roche</p> <p><u>Relationship 2:</u> Company 1; Company 2</p> <p><i>Etc.</i></p>	<p style="text-align: center;">Presenter Disclosure Information</p> <p style="text-align: center;">I have nothing to disclose.</p>
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4. **Learning Objectives:**

Your Fourth slide should include your submitted learning objectives.

Example:

Learning Objectives

After this presentation, you should be able to:

1. Describe the most common reasons that preanalytical variations can occur.
2. Create protocols to minimize the occurrence of pre-analytical variations.
3. Etc.

5. Summary Slide (Key Take-Aways):

What are the main ideas that you want them to remember from your presentation? *(These should be different from the learning objectives)*

Example:

Take-Aways

- Preanalytical errors can be mitigated by having established protocols.
- Use data to monitor the success of established protocols.
- Re-evaluate protocols regularly to determine success.
- Etc.

6. Resources:

Links to helpful resources that attendees can implement at their institutions.

Example:

Resources

- Website links
- Pubmed article ID
- Latest Clinical Update.
- Etc.

Submitting Your Presentation for CME Eligibility

To ensure that your session will be eligible for CME credit, all speakers must complete their disclosure and speakers forms and submit a draft version of your presentation and/or an outline of your talk 8 weeks prior to the conference. All presentations are reviewed by CME staff and members of the Committee on Continuing Medical Education (CCME). You will then be notified of your status of CME eligibility.

You will be sent instructions to upload all FINAL versions of your presentation which will be available to attendees via our mobile meeting app and pushed to your presentation room.

Submitting Your FINAL Presentation

Your final presentations will need to be uploaded to be available in your meeting room and to all our attendees through our mobile meeting app as view only.

Please be sure to upload your presentation by **completing the Presentation upload task on our ACSM Speaker Portal. You will be notified when the portal becomes available.**

To log in to the portal, use your ACOG account credential.

If you do not know your login email address for ACOG, click the "Look up your email" link on the login page. If you forgot your password, click "Forgot your password" on the login page. If you are still having trouble, please contact us.

Uploading Files:

Step 1: Once you log in to the Speaker Portal, select PRESENTATION SLIDES UPLOAD the task from your task list and follow the instructions in the task.

Step 2: Locate the desired session you wish to upload to. Important: When naming your file, please include your presentation number and your last name. Please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.

Step 3: Click on the "Upload Presentation Slides" button, and the upload page will open in a new tab.

Step 4: Click on "Upload Files," browse out and select your presentation to upload, and click on "Open."

Step 5: If your upload is successful, you will receive a pop-up message indicating that the upload was successful, and your files will appear listed under the appropriate session/presentation.

Supported Formats

PPT, PPTX; The system at your event is optimized for PowerPoint, whether created on a PC or MAC. To take advantage of advanced media support in PowerPoint, we recommend all PPT files be converted to the PPTX format. You can find the convert feature located under "File, Help" when you have your PowerPoint open.

PDF; Supported.

KEY; Keynote files are not supported. Please export your presentation as a PowerPoint or PDF file for upload and be sure to review the result in the Speaker Ready Room.

Prezi files are currently unsupported for upload. Please ask for assistance in the Speaker Ready Room.

Video and Audio File Support

Please see [this article for file formats](#) supported within PowerPoint.

Please consider compressing your videos. If you've authored your PowerPoint as a PPTX, there are tools

within PowerPoint to do this automatically. Instructions are found [here](#).

If you will be converting or authoring videos, we recommend H.264 encoding at less than a 5Mbps bitrate for best performance. Typical resolutions in the meeting room will be 1024x768 for 4:3 presentations and 1280x720 for 16:9 presentations. A 1080p, maximum bit rate encoding will bloat the size of your presentation with no visual improvement and may actually hurt performance.

If you plan to play a DVD as part of your presentation, please notify a technician in the Speaker Ready Room so arrangements can be made for assistance in your meeting room.

Considerations for custom fonts

We only supply fonts that are included with Office 2019. For a list, see [this article](#). If you need a specialized font, it should be embedded into your PowerPoint presentation. Some licensed fonts may not embed and should be replaced with a font included with Office. Click [here](#) for an explanation of this process.

Any Links to Web Pages?

Meeting Room computers are not connected to the Internet. Links to web pages will not function and may cause issues if clicked accidentally during your presentation. We strongly recommend removing all internet links from your presentation.

Handouts (Optional)

The presentations that you submit to be visible on our meeting app, is only available to our attendees as VIEW ONLY. They do not have the ability to download your presentation. If you would like to make your presentation available for download to your attendees, you may upload a copy in the Handout Task. You may also upload any additional handouts and supplements you wish. You will need to combine all materials into 1 PDF and then upload. This is completely optional and up to each speaker.

Audience Response (Polling)

You can insert polls into your PowerPoint presentation slides to give attendees an opportunity to answer questions and interact with your presentation. Please note: Configuring polling in your PowerPoint presentation slides requires a Windows computer and Microsoft PowerPoint. The Polling PowerPoint Plug-in is NOT Mac-compatible. Keynote and PowerPoint for Mac do NOT support the Polling PowerPoint Plug-in.

Audience Response (Polling)

To enhance your session, interactivity with your audience is great addition. Take advantage of inserting polling by using ACOG's new audience response system. Follow the instructions if you would like to have polling slides:

1. Build your PPT and add your polling questions with your correct answers (if applicable).
2. Notate in the notes of the slide "This is a polling slide"
3. When you are ready to upload your final presentation, please check off that you have polling slides.
4. Our AV technicians will build and test your slides. You MUST check into the Speaker Ready Room at least 4 hours prior to your session to test and review your slides.

Before You Depart, Backup

Please bring a copy of your presentation along with you when you depart for your meeting. Copy your PowerPoint and all movies to a folder on a USB or CD-ROM. While later versions of PowerPoint will embed movies by default, you should still bring the videos just in case. Not all prior versions of PowerPoint will embed movies. It is a good practice to keep a second copy of your presentation and movies in your luggage.

Arriving at Your Meeting

Speaker Ready Room Schedule: *(Speakers must check-in at the Speaker Ready Room at **least 4 hours prior** to their scheduled presentation)*

Convention Center

- Thursday, April 30, 3 p.m.–6 p.m.
- Friday, May 1, 7 a.m.–5:30 p.m.
- Saturday, May 2, 7 a.m.–5:30 p.m.
- Sunday, May 3, 7 a.m.–2:00 p.m.

**these hours are subject to change*

The computers in the Speaker Ready Room will be configured with hardware and software exactly like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Ready Room. This is where our technicians can help resolve any compatibility or formatting issues and explain the in-room setup.

Giving Your Presentation

Please arrive at your designated meeting room **15 minutes before** the start of your session. At the lectern there will be a monitor set in front of you where you can follow your presentation. Simply click your name on the display, select the start button, and your PowerPoint will launch automatically. At the end of your presentation, the display will return to the list of presenters.

Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. If you have any difficulties or need any assistance, just click the “**ASSISTANCE NEEDED**” button and a technician will be immediately sent to your room.

AV Equipment

- LCD Projector
- Screen
- Confidence Monitor
- Laptop (Computers may not be switched out to personal machines)
- Podium light
- Podium mic
- Lavalier mic
- Handheld Q&A mic
- Slide Advancer
- Speaker Timer
- Dedicated A/V tech in the room to assist

Questions

Questions about uploading your presentation email Orchestrate@freemanco.com

Questions about the ACSM or speaker duties, email annualmeeting@acog.org