

American Thyroid Association

Guidelines for Presenting at ATA Meetings



AMERICAN
THYROID
ASSOCIATION

FOUNDED 1923

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ATA Speaker PowerPoint Presentation Checklist

All speakers should review this checklist before finalizing presentations.

- ___ ATA will provide a laptop in the general session rooms. Always bring a copy of your talk on a USB memory stick/drive (even if it has been forwarded in advance) to ensure the latest version of your talk is available onsite. Presenters with talks that include animations, such as sound or movie clips, are strongly encouraged to bring their own laptop as backup to ensure compatibility. **NOTE: Presenters of MTP sessions are responsible for providing their own laptops.**
- ___ It is important that all references in your presentations are cited properly for copyright laws. Please fully note any references on your slides. Preferred format: Cooper DS, *et al.* Thyroid 2009; 19:1167-214.
- ___ Include introductory slides:
 - One slide should include your name, title of your presentation, ATA meeting name and date.
 - A second slide should include your disclosure information listing any Continuing Medical Education (CME) conflicts of interest.
 - A third slide should list your learning objectives noting what participants will learn or will be able to do at the conclusion of your presentation.
- ___ Consult the meeting program chair (or session chair/moderator) if you have questions about the content of your presentation or format of your session.
- ___ Review “Session Time Limits” on page 4 of this document.
- ___ Review “Preparing PowerPoint/Keynote Presentations” on page 5 of this document.
- ___ Review “10 Common Errors in PowerPoint Slide Presentations” on page 5 of this document.

Guidelines for All Presenters

Please be sure to check the meeting program for session start time and final room assignments.

ATA meetings are attended by a variety of health professionals to include, but not limited to, clinicians in private practice, surgeons, trainees as well as clinical and basic science investigators. Presentations should follow the ATA suggested time lengths to allow time for speaker introductions and questions and answers at the end of the session (see speaker time limits on page 4). In your introduction, summarize recent findings relevant to the work that you are presenting. In your conclusion, be sure to include key take away points for attendees.

Presentations should be prepared using Microsoft PowerPoint or Macintosh Keynote. ATA will assign a deadline for receipt of your presentation. All meeting presentations may be required in advance of the meeting for CME review to ensure no commercial bias or to include in our meeting program book (when appropriate). It is important that you provide your final presentation or at minimum a near-final draft typically 6 weeks in advance of the meeting for important CME requirements and/or ATA printing deadlines.

If you prepare handouts for your session, please note that the ATA cannot reproduce them for distribution. It will be your responsibility to bring any handouts to your session that you wish to distribute. ATA deadlines are set to accommodate receipt of meeting presentations to be included in meeting materials (when appropriate) or for CME review/approval in advance of meeting.

Audiovisual Equipment in Meeting Rooms

Unless otherwise noted, each Scientific Session Room will be equipped with a screen, LCD projector, laser pointer, and podium with microphone. ATA will provide one Microsoft Windows and one MAC compatible laptop in all general session rooms. **Presenters of MTP sessions are responsible for providing their own laptops.** (NOTE: LCD projectors are provided in MTP sessions, see MTP details on page 7.)

It is important that you arrive in your session room at least 30 minutes prior to the start of your session or during meeting breaks (depending on your talk time) to introduce yourself to the AV technician and provide him/her with your presentation on a USB memory stick/drive. This will help ensure smooth transitions between talks and to avoid delays loading your presentation. Speakers with presentations that include animations such as sound or movie clips are strongly encouraged to bring their own laptop as backup to ensure compatibility. Take time to familiarize yourself with the setup at the lectern. You will control/advance the slides during your presentation with a remote control. The remote usually serves as the slide advancer and a laser pointer.

A stationary microphone will be provided at each lectern. A lavalier microphone is generally available as well, but is not preferred as there is sometimes audio feedback with any speaker movement. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking. There should be a comfortable distance between your mouth and the microphone. If you turn away from the microphone, the audience may not hear your voice.

Session Time Limits

For everyone's benefit, we ask all speakers and session chairs to adhere to strict time guidelines:

1. Chairs: Please enforce strict time limits on each speaker; feel free to intervene as needed to keep the program on track. In addition, please keep introductions simple, limit to name, affiliation and title of talk only (Exception: plenary and award lectures, see below).
2. Speakers: Please respect time limits.
3. Chairs and speakers: Please keep questions and answers (Q&A) concise.

Time Allowances (based on these common session lengths at ATA meetings):

THREE SPEAKER SYMPOSIA: 1 hour 15 minutes in length

- Each get 18 minutes with 4-5 minutes for questions

TWO-SPEAKER SYMPOSIA: 1 hour 15 minutes in length

- Each get 35 minutes with 2 minutes for questions

ORAL ABSTRACT SESSIONS: 4 speakers = 1 hour in length; 6 speakers = 1.5 hours in length

- Each speaker gets 12 minutes plus 1-2 minutes for questions

ATA RESEARCH GRANT AWARDEES SYMPOSIUM: 30 or 45 minutes in length

- Each speaker gets 13 minutes plus 1-2 minutes for questions

MTP WORKSHOPS: 1 hour in length. **(NOTE: ALL MTP speakers must supply their own laptops)**

- Two speaker MTPs: Each gets 22 minutes; remaining time for questions and audience discussion
- Single speaker MTPs: 45 minutes plus 10 minutes for questions and audience discussion

PLENARY AND SPECIAL AWARD LECTURES: 45 minutes in length

- Speaker gets 35-40 minutes; 2-3 minutes for introductions
- Historical Vignette (25 minutes in length): 20 minutes for speaker; 2-3 minutes for introductions

Preparing PowerPoint/Keynote Presentations

Please prepare your slides using the following guidelines:

- Use large font type (size 32 or larger, when possible).
- Dark backgrounds with white/yellow lettering generally project best.
- Avoid charts or text heavy slides that may be difficult to read from the rear of meeting room.
- Ensure all videos or sound clips work properly.
- List full references on slides: use Cooper DS, *et al.* Thyroid 2009; 19:1167-214 instead of Cooper, Thyroid 2009.
- Include a title and CME disclosure slide with your presentation (see page 6).
- Include a slide listing your learning objectives detailing what attendees will learn or be able to do at the conclusion of your talk.

Submitting Your PowerPoint Presentation

Format file names as follows: Speaker last name, presentation date and presentation time (e.g., **Smith 10-1-13 10:30 AM**). If you are submitting a revised version of your talk, please label your talk properly (e.g., Smith 10-1-13 10:30 AM V2)

Suggested file sizes below are based on total presentation size plus supporting files such as movies. If you have multiple stand-alone files that are within the suggested file sizes, you may email or upload them one at a time.

1. Email your presentation and all related files to: acoates@thyroid.org (suggested for files 15 MB and under on a broadband connection).
2. If your file is too large to send via email, work with ATA staff to upload your presentation using an online file sharing service (e.g., Dropbox or similar service) or save your presentation as an Adobe PDF file with 1-3 slides per page in color or greyscale.
3. Mail a CD or USB memory stick/drive to: American Thyroid Association, 6066 Leesburg Pike, Suite 550, Falls Church, VA 22041; 703-998-8890. For tracking purposes, the use of Federal Express is recommended (mailing only suggested for files 30 MB and larger).

When bringing a presentation onsite, please provide it on a USB memory stick/drive to the AV technician in the meeting room. Please bring your laptop as backup to ensure compatibility for any presentations with animations such as sound or movie clips. If your onsite presentation is a revised version of a previously submitted file, please save the file properly as noted above.

10 Common Errors in PowerPoint Slide Presentations

1. Excluding a slide that contains either the talk title, learning objectives for the presentation or a presentation outline.
2. Not using all of the space on your slides – typical font size should be 40 or 44 point for the title and 32 to 36 point for slide text.
3. Using fonts that are hard to read (e.g., Times New Roman) rather than the easier to read Arial font.
4. Using the “shadow” function on all text.
5. Cramming “too much text” on a slide—resulting in small (and unreadable) font size. The text on a slide should serve as “talking bullet points”, and not prose text. Simple rule of thumb: look at your slides on a screen BEFORE your talk. If you envision yourself saying “I know you can’t read this, but” – don’t use that slide.

6. Formatting pictures and scanned images to stretch or fill the slide space and in the process distorting the image.
7. Not using contrast between text and background – the background should be dark and not “busy” (e.g., plain dark blue), and the font should be light in color (e.g., white or yellow).
8. Using bullets that do not have enough contrast to the slide background (or that are too small) so that they do not stand out.
9. Going overtime. Some speakers think they can have 50 slides for a 25 minute talk. Practice your talk and time it. A good rule of thumb is 1.25 slides per minute of presentation time. Also, do not waste time at the beginning of your talk to tell the audience that your topic cannot be covered in 25 minutes.
10. Lacking of a summary slide. Presenters should conclude their presentations with a slide that contains the key points that they would like the audience to remember.

Tips for Preparing Title, Disclosure AND Learning Objective Slides

To meet ACCME regulations, all speakers should place a disclosure slide at the beginning of their presentations, listing any conflicts of interest. Even if a speaker has nothing to disclose, a slide should be included stating the absence of conflict of interest, e.g., “Disclosure: Nothing to disclose.”

<INTRODUCTORY SLIDE>

<p>83rd Annual Meeting of the ATA October 16-20, 2013</p> <p>THYROID PRESENTATION C. Anaplastic Dude, MD, PhD University of Thyroidology</p>

<DISCLOSURE SLIDE >

Option 1:	<p>DISCLOSURE</p> <ul style="list-style-type: none"> • Board Member, BioPhys • Principle Investigator, XYZ, Inc. • Research Funding Grant, Institute of Pediatric Health and Wellness
Option 2:	<p>DISCLOSURE</p> <p>Nothing to Disclose</p>
Option 3:	<p>DISCLOSURE</p> <p>YOUR NAME HERE has reported no commercial affiliation associated with this presentation</p>

< CME LEARNING OBJECTIVES SLIDE >

LEARNING OBJECTIVES

At the conclusion of this presentation, the participant should be able to:

- 1.
- 2.
- 3.
- 4.
- 5.

Guidelines for Meet-the-Professor (MTP) Sessions

- Length: One hour.
- When two speakers: Each gets 22 minutes; remaining time for questions and audience discussion. For single speaker MTP: 45 minutes plus 10 minutes for questions.
- Please encourage audience participation and make it an interactive session. MTP sessions are not meant to be lectures.
- LCD projectors are provided in all MTP sessions. **All presenters must provide their own laptops.**
- Digital slides should be used judiciously to illustrate physical findings, radiographs or cytology specimens. Remember that an entire PowerPoint lecture is not what the organizers intend for these sessions or what the attendees want.
- Open the session by introducing the topic (5 minutes) including the scope. Some speakers open by identifying what audience members indicate they hope to learn. You may wish to prepare an initial slide that conveys this information.
- New clinical research findings regarding your topic can be introduced at the beginning or throughout the presentation, including during case discussions, as appropriate.
- Another option is to use a specific brief problem or case to open the discussion. If you chose to conduct a case-based session, two cases will probably fill the time allotted, but you may wish to have a third case in reserve.
- Keep the session informal, conversational and interactive just as you might conduct rounds. Do not lecture to the participants and do not try to cover everything.
- If the audience does not have questions, ask them for their views or what they would like to hear about within the context of your subject.
- Do not let one person dominate the session. Please be mindful to keep the discussion moving so you cover at least the two cases you have prepared and allow multiple viewpoints.
- Repeat questions before you answer so that all audience members can hear the question.

Guidelines for Moderators and Session Chairs

Your role is to facilitate the session.

- Touch base with your session speakers prior to the session to discuss the plan for the information being presented.
- Review scope of presentations to ensure speakers are not redundant.
- Plan to provide a brief introduction regarding the purpose of the session or a summary of the information to be presented.

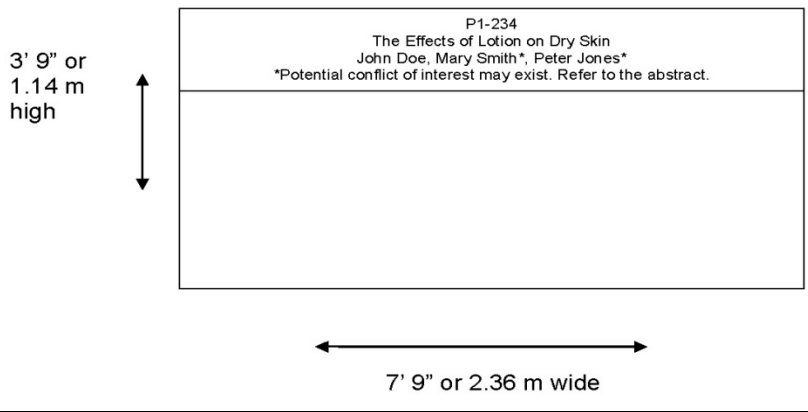
- Keep speaker introductions simple, limit to name, affiliation and title of talk only. Slightly longer introductions that briefly summarize a speaker’s biographical information provided in their biosketch or providing a personal introduction about the speaker’s background if known is only suggested for plenary or award lectures.
- Facilitate the question-and-answer period for each session. Decide if questions and answers will follow each talk or will be taken at the conclusion of all presentations for your session. Ensure each speaker is aware of your plan.
- Keep the session on time. It is the chair or moderator’s responsibility to ensure the session does not run over its allotted time frame.

Poster Session Agreement and Guidelines

Each poster presentation is assigned a day for presentation in the acceptance e-mail. By submitting your abstract for review, you or a co-author have agreed to be present at your poster during every designated poster session assigned by the Program Committee. Your presence at your poster to discuss your work with attendees is essential for the scientific integrity of the meeting. To give registrants the maximum possible time for viewing, your poster must be mounted during the exhibit hall hours on the day of your poster display.

Roll poster materials in a large mailing tube or use a portfolio case to transport to the meeting. Ensure your carrying case is labeled on the outside with your name, abstract ID number, program number and the name of the meeting. Do not leave carriers, tubes or mailers on the exhibit floor! The ATA will supply push pins or Velcro for mounting posters to the boards. Posters and materials should be removed after the conclusion of the afternoon poster session each day. **The ATA accepts NO responsibility for the removal/storage of posters.** Posters not removed by the end of each day will be discarded.

The poster board is a 4’ x 8’ horizontal format (approximately 3’6”-3’9” high x 7’5”-7’9” wide, not counting the frame). Prepare your poster materials before you come to the meeting. At the top of your poster include your abstract’s title and list of authors. Viewers must be able to read your text and illustrations from distances of at least 3–5 feet. Make the letters on your title sign at least 1” high. Use letters at least ½” high for all the rest of your poster materials; do not use solid capital letters. List any references fully on posters to allow viewers to research references easily if desired (e.g., Cooper DS, *et al.* Thyroid 2009; 19:1167-214.).



Include a short “Introduction” and a “Summary of Conclusions.” Keep tables, graphs, and illustrations simple. Make letters and lines heavier than you would for slides. Use color sparingly to add emphasis. Use matte rather than glossy photographs, to prevent glare. Include brief figure legends. Post an enlarged copy of your

abstract for use by visitors who study your poster when you are not there. Photocopy small versions of your data on a single sheet to hand out.

Continuing Medical Education (CME) Information

ATA works with an Accreditation Council for Continuing Medical Education (ACCME) accredited provider to offer Continuing Medical Education (CME) credits at educational activities. As such, disclosure forms, learning objectives, audience response questions, presentation reviews or other measures will be requested in advance of the meeting to satisfy our accreditation requirements. Our CME guidelines stipulate that ***all individuals*** participating in the planning and implementation of an educational activity must agree to adhere to the following principles:

- Content of CME activities and related materials provide balance, independence, objectivity, and scientific rigor.
- Presentations must be free of the influence or control of a commercial entity, and promote improvements or quality in healthcare.
- All recommendations in CME activities involving clinical medicine must be based on evidence accepted within the medical profession.
- All scientific research used to support patient care recommendations must conform to generally accepted standards of experimental design, data collection, and analysis.
- The source and type of evidence will be made clear to participants.
- All relationships will be disclosed in writing by individuals involved in the development or presentation of meeting content.
- Based on disclosure information and advance presentation review, ATA (or our joint CME provider) may disqualify any individual from participating in an activity if a conflict of interest that may contribute to commercial bias is determined to exist.

Reimbursement Policy -- ATA Meetings

ATA is a resource limited association. Reimbursement of meeting related expenses are managed as needed and as appropriate based on the activity.

ATA Annual Meeting

For the annual meeting, all ATA member speakers/chairs/moderators are expected to cover their own costs to attend the meeting including the registration fee. Attendance at meetings is required of members and presentation at the annual meeting is considered a service of membership. Non-member speakers/chairs/moderators are asked to cover their own costs to attend as well. Special accommodations such as complimentary registration, partial or full travel reimbursement (coach/economy class booked 21 days out), and 1-2 night's lodging at the headquarters' hotel (based on traveling distance) are granted on an as needed basis. All speakers (member and non-member) are responsible for making their own hotel reservations and registering online for the meeting.

Other ATA Meetings

For meetings other than the annual, the ATA reimburses speakers (member and non-member) or covers meeting costs as needed and as specified in the meeting invitation or speaker logistics letter. Covered costs may include, but not guaranteed, registration fee, one night's lodging (unless otherwise noted) and coach-class travel. Where travel assistance is offered, all speakers are strongly encouraged to make any travel reservations at minimum 21-days in advance of the meeting for agreed upon costs to be covered.

Poster Presenters

Poster presenters are not entitled to any reimbursement or covered costs for participating at ATA meetings.