

Presenter Responsibilities & Guidelines

Presentation Format

All presentations **MUST** be in PowerPoint format.

- ALL presentations **MUST** be loaded on the presentation computer at the Northwestern University at least 1 hour in advance. Any presentation that is not uploaded to the main presentation computer, will **NOT** project during your session. **THERE WILL NOT BE A COMPUTER AT ANY OF THE PODIUMS IN ANY SESSION.** You **MUST** pre-load your slides prior to your presentation on the presentation computer.
- A PowerPoint template is available in your faculty confirmation email for your convenience.
- Please save your file in PowerPoint (i.e., not as template, RTF, JPG, etc.)
- Title the file in the following format: "PresenterLastNameFirstName.ppt". For example, if the presenter is Dr. Jayne Smith, you would save the presentation with the following name: "SmithJayne.ppt"
- Staff will accept presentations on Zip Disks, flash drives or CDs. Regardless of the format, it is always a good idea to bring a back-up.
- If you will be preparing your PowerPoint presentation from a MAC, please review your slide presentation with Staff to make sure the format of the slides converted correctly.
- If video is embedded in your presentation, please be sure you also have a separate copy of the video file itself in addition to your presentation.

Presentation Content

- For the most effective presentation:
 - Font style and size yielding maximum visibility on the large, conference screens have been specified and set within the template so you simply need to right click on the area where you will be placing text and type in your own information. Additional slides will automatically default to the template. San-serif fonts are generally best for PowerPoint presentations, with the exception of Helvetica. Use the same font throughout your presentation.
 - Limit your object builds and slide transition animations.
 - Each slide should include only one idea, simple enough to comprehend at a glance. A limit of one minute for explanation per slide is a useful rule of thumb. Avoid large paragraphs or blocks of text.
 - The slide presentation should **supplement** your presentation, rather than **be** your presentation.
 - Title slides are recommended as a means of orienting the audience. Titles need not reiterate every point made during your presentation.
 - If you intend to refer to a particular slide more than once during the presentation, make a duplicate of the slide to avoid the projection of the wrong slide and unnecessary confusion.

- It is recommended to use the last slide for a list of conclusions.

For additional tips on creating your presentation please contact meetings@sgo.org and we will provide you with a detailed tip sheet on PowerPoint Presentations.

Presentation of Charts, Graphs and Pictures

- Charts and graphs add visual interest to your presentation and provide powerful means of illustrating important trends or comparisons. Photographs, photomicrographs and line art may also be appropriate.
- For the most effective presentation:
 - Remember to choose colors for your charts and graphs that contrast well.
 - No more than two or three curves or bars should be on any graph. These should be well separated and clearly differentiated.
 - Tables should contain no more than four to six columns and a maximum of ten lines. Substantial spacing should be used between lines of data.
 - All symbols on charts should be the same size as the lettering used.
 - Vertical lettering on charts and graphs is very difficult to read and should be avoided.
 - Slides of photographs, halftones and photomicrographs should be carefully prepared to ensure clarity. These visuals should be labeled when appropriate for easy reference.

Oral Presentations

Program time is limited and will be **STRICTLY** enforced by the moderator of each session. Please allow for discussion by finishing your presentation on time. Presentations that exceed the allotted time will be interrupted by the moderator. Please rehearse your presentation to be sure that you will complete it within the time allowed.

*We recommend one slide per minute of presentation

- As a guideline, a written script should be specifically prepared for your oral presentation. Your copy should be highly legible, double or triple spaced and should include well-marked cues for each slide. Each page of your copy should be numbered. To ensure that your paper lies flat and allows for easy page turning, please avoid the use of paper clips and/or staples.
- Please arrive at least 15 to 20 minutes before your session begins. Staff will be available to acquaint you with the podium and stage as well as answer any questions you may have.
- A special section in the front of the scientific session room is reserved for speakers. It is important that you sit in these rows so that Staff can provide you with a wireless lavalier microphone prior to your presentation and so you can access the dais in a short amount of time. There will be a hand held slide advancer and laser pointer at the podium. When you push the button the next slide in your sequence will appear. Feel free to arrive before the sessions to familiarize yourself with the slide advancer.
- There will be a confidence monitor at the speaker's podium. This monitor shows your slides as they are being projected to the audience. This purpose of this monitor is to have the ability to view your presentation without having to turn around. This makes for a better presentation and also keeps your voice projected toward the audience. Please be careful to speak in accordance with your slide sequence.

Submitting your slides onsite

- Located in the back of the room of Baldwin Auditorium at Northwestern University Feinberg School of Medicine.
- All presentations must be in formatted on the State of the Art Conference: Gestational Trophoblastic Disease PowerPoint template (*available in your speaker confirmation letter*).
- All presentations MUST be uploaded to the presentation computer no less than 1 hour prior to your talk.
- Please be certain your slides are clearly identified with your name and presentation information.

Submitting your slides onsite:

Thursday, September 19, 2013	3:00 pm – 8:00 pm
Friday, September 20, 2013	6:30 am – 5:30 pm
Saturday, September 21, 2013	6:30 am – 4:00 pm
Sunday, September 22, 2013	6:30 am – 4:00 pm
Monday, September 23, 2013	6:30 am – 12:00 pm

The following is a concise checklist to plan for your presentation:

Before

- ☐ Read Presenter Guidelines.
- ☐ Use State of the Art Conference: Gestational Trophoblastic Disease PowerPoint template
- ☐ Review presentation for any bias or trade names used.
- ☐ Check that each slide has only one main idea and no large paragraphs of text.
- ☐ Include conclusions at end of presentation.
- ☐ Send slides to Kelsey.kincaid@sgo.org by **Friday, August 23, 2013**
- ☐ Practice my presentation for time allotted.
- ☐ Bring backup copy of presentation on a flash drive and/or email.
- ☐ Review the other topics that are part of my session.

During

- ☐ Maintain a few inches of distance from microphone when speaking.
- ☐ Look engaged if sitting on panel but not presenting.
- ☐ Have water handy to drink if necessary.