

Presentation Preparations FAQ

What is the purpose of my presentation?

Your presentation is designed to inform and instruct. Ultimately, the audience should be able to comprehend and recall the key points of your talk.

More intimate settings such as Workshops and Meet the Professor sessions, offer a customizable setting for learning. Such sessions allow the presenter to engage the audience and structure their time to encourage demonstration, questions and one on one exchange of data.

Large settings, where multiple speakers are presenting data in a small amount of time, do not allow for discussion or elaborate demonstrations. Therefore, the presentation should be concise, upbeat and engage as many of the senses as possible. Use your voice, humor, slides and the structure of your presentation to help sustain interest in the details of your talk.

Should I prepare visual aids and handouts?

Speakers are required to provide visual aids in the form of electronic slide presentations in PowerPoint® format. You are not required to provide paper handouts. The ACR/ARHP will print syllabi for ticketed sessions only (e.g., Clinical Research Conference, Review Course, ABIM, ARHP Clinical Focus Course, Musculoskeletal Ultrasound Course, Meet the Professors and Workshops). Speaker slide presentations will be utilized as syllabi/handouts for all other sessions.

What is the purpose of my visual aid (PowerPoint® slides)?

Typically, the goals of your visual aid are to:

- Promote interest and attentiveness during your presentation
- Clarify or emphasize key ideas and details
- Increase audience recall of presented information

Can I use Commercial References during my talk?

Do not reference company/ product brand names during your presentation. Only scientific or generic names should be used. However, if it is necessary to reference a commonly used brand name or product, the scientific or generic name should be referenced next to it.

Example: Tylenol (Acetaminophen)

What software formats are acceptable for my presentation?

- PowerPoint® 2007 or earlier version on the PC
- and PowerPoint® 2007 or lower on the Mac
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 6 SP-2
- Plug-Ins: QuickTime 6*, Adobe Acrobat 6
- Video Playback: Windows® Media Player 10; QuickTime 6*
- PDF Reader: Adobe® Acrobat 6
- Unix Users: Bring HTML Files or Adobe® Acrobat 6

NOTE: Mac presentations must be converted to PC format in the speaker ready room because all presentations in the rooms are done on PCs.

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**Quick-Time users: Due to additional processing time presentations must be submitted to the Speaker Ready Room AT LEAST 24 hours in advance.*

What should my PowerPoint® sides include?

As with the syllabus, your slides should have the following format:

- **Slide #1 must be your title slide.**
- **Slide #2 must be your disclosure slide.**
Your disclosure statement should list all commercial relationships relevant to your specific talk.
- **Slide #3 must be your Evidence-based Medicine (EBM) slide.**
You are required to list three (3) references supporting the key points of your talk. This is separate from any footnotes or bibliography that you may want to include.
- Do not include product/brand names and logos in your presentation body. However, institution logos (i.e., non PhRMA related logos such school names, associations and government agencies) are allowed in the body of your presentation.

How many slides should be used during my talk?

As a general rule, no more than one to two slides should be used for every minute of your talk.

Can I use color in my PowerPoint® presentation?

Unlike your syllabus, you are encouraged to use color, graphics and even brief videos in your on-site presentation materials. Here are some tips:

- Use a color pallet of five or fewer colors
- Use dark text on a light background for presentation in a bright room (*generally small group setting*)
- Use light text on a dark background for presentation in a dark room (*generally large group setting*)

Should I bring my PowerPoint® presentation with me?

Yes, you should bring your presentation with you on a zip drive, CD-ROM or Memory Stick. Please see “Onsite Instructions” for more details.

Will my presentation be available to attendees?

Yes, your presentation will be made available online in the form of a syllabus during the meeting to registered attendees only. In addition, your session will be recorded as part of SessionSelect® and made available to attendees following the meeting.

NOTE: *If you do not wish to provide your syllabus to registered attendees, you may submit an alternate syllabus removing all data that you do not wish to be made available.*