

## **Instructions for Abstract Presentations**

Numbers: 16 - 440 and TF1 - TF10

**NOTE: ALL RESEARCH FORUM PRESENTATIONS ARE NOW ORAL, MULTI – SLIDE PRESENTATIONS.**

Abstract presentations are a key component of the educational program at the 2017 ACEP *Research Forum*. The format for these presentations is designed to provide a lively, informative interaction among investigators, discussants and the audience that will enhance the learning experience.

### **Discussion Format:**

We impose a bit of structure on the presentation format while maintaining as much informality as possible. Presentations will take place in rooms arranged by topic with a moderator. Attendees will present their abstract via multi-slide presentations lasting approximately 6 minutes. Each presentation will be followed by a brief (1-2 minute) question and answer with the moderator and session attendees. Please be in the room to meet with your moderator **ten minutes** before the discussion of your poster is scheduled to check that your presentation is ready.

### **Suggestions for Preparing Presentations:**

- Organize your presentation in 6-7 PowerPoint slides. A typical format would be:
  - Title slide with authors and disclosures
  - Background and Hypothesis
  - Methods
  - Results (2 slides)
  - Conclusion
- You may provide handouts of bibliography, abstract, tables, lists, references, etc., that do not fit into your slides.
- Please limit Background or Introduction to 2-3 sentences, since most attendees will be broadly familiar with your topic. **Focus on the science and results of your study.** Time is limited; extensive background reviews take away from time for other presenters and discussion of the work being presented.
- Reduce any text on slides to **only essential words** (5 lines of text, 5 words per line). Use simple tables and graphs whenever possible, or highlight (with boxes) the key data points in complex tables or graphs.

### **The Day of Presentation:**

- 1. Reconfirm the date, time and location of your presentation.**
- 2. Check that your presentation is loaded properly beforehand at least 60 minutes** before your session begins. Be prepared to upload your presentation again with your presentation on a flash drive.

### **Instructions on how and where to send your presentation before arriving**

- This email will contain the secure link to allow you to register and upload to the Presentation Management site.
- Please add **PresentationManagement@freemanco.com** as an approved email address to avoid the registration email from being blocked as spam.
- If you do not receive this email by the date above, or should you have any technical questions while building your ePoster, please contact support at [support@sessionupload.com](mailto:support@sessionupload.com)