Presentation Guidelines

SYMPOSIUM, COURSE, and PAPER PRESENTATION GUIDELINES

(ASCRS, ASOA, and T&N Speakers)

1. **On Site: VIP Registration badge and meeting materials pick-up for all speakers.** Speakers are required to register in this special area. Once on site, please proceed directly to Room 11AB, SDCC, for badge pick-up and check-in.
2. **On Site: Mandatory Check-In for all ASCRS in Speaker Ready (Room 11AB, SDCC)** ASCRS speakers who pre-uploaded, please note that even though you have uploaded in advance, you are required to check in at the Speaker Ready Room 24 hours in advance of your presentation to confirm that your videos and PowerPoint presentations were successfully uploaded and running properly. Updates and modifications can be made to your presentation at this time.
3. Network with colleagues in the VIP Speaker Lounge located next to the Speaker Ready Room.

**PowerPoint Presentations:**

- Presentations can be created in either PowerPoint or Keynote.
- Format presentation as **4:3** unless otherwise directed by an ASCRS or ASOA staff member.
- Relevant **FINANCIAL INTEREST** (or lack thereof) for **ALL SPEAKERS** must be on the title slide or 2nd slide of presentation (to include the type of relationship and the name of the company.) See example below.
- If submitting via the speaker ready room, you must submit using a USB Flash drive. (Technicians in the speaker ready room ARE NOT expected to provide this for our speakers.)
- You must NOTE that the speaker ready room does not have internet access for downloading your presentation or videos from the web.
- You should always carry a backup copy of your presentation on a USB drive to your session room.
- **Questions:** support@sessionupload.com

**Videos:**

- All videos used in any presentation will be reviewed in the speaker ready room to ensure successful playback in the session room.
- **Questions:** support@sessionupload.com
<table>
<thead>
<tr>
<th>INSTRUCTIONS</th>
<th>ASCRS Symposia</th>
<th>ASCRS Papers</th>
<th>ASCRS Courses</th>
<th>ASOA Courses</th>
<th>T&amp;N Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Pre-Submit Required</td>
<td>YES</td>
<td>YES</td>
<td>(Optional)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Mandatory Check-in in Speaker Ready Room</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Mandatory UPLOAD in Speaker Ready Room</td>
<td>YES</td>
<td>YES</td>
<td>(Optional)</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Personal Laptop</td>
<td>NO LAPTOP (Prohibited for Symposia Presentation)</td>
<td>NO LAPTOP (Prohibited for Paper Presentation)</td>
<td>(Optional)</td>
<td>(Optional)</td>
<td>(Optional)</td>
</tr>
<tr>
<td>Presentation length</td>
<td>Varies</td>
<td>5 mins</td>
<td>90 mins</td>
<td>60 mins</td>
<td>60 mins</td>
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</tbody>
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**UPLOAD and AV GUIDELINE LINK**

- **Mandatory Upload for ALL ASCRS Symposium / Paper Presentations** *(Optional upload for ASCRS Physician Courses)*
- **Upload Link Opens: Tuesday, March 3, 2015**
- **Deadline: Friday, April 10, 2015**

**SPEAKER READY ROOM HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>12:00 PM–8:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>6:00 AM–6:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 AM–6:00 PM</td>
</tr>
<tr>
<td>Saturday–Monday</td>
<td>6:30 AM–5:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:30 AM–2:00 PM</td>
</tr>
</tbody>
</table>

**ASCRS PHYSICIAN COURSES**

- **Length:** All courses are 1½ hours in length. (Individual presentation times within a course will vary. Contact the course instructor for your individual presentation time.)
- **Check-in:** It is mandatory that ASCRS course speakers check in at the Speaker Ready Room. ASCRS course speakers have the option to upload, but uploading is not mandatory.
- **ASCRS course speakers are welcome to use the Speaker Ready Room to review their presentations.**
- **Course instructors are responsible for notifying their faculty of individual presentation times, any schedule changes, and also promptly advising ASCRS of faculty changes.**
- **Handouts:** Course instructors are expected to prepare high-quality handouts to accompany their curriculum and ensure that handouts are available to all participants.
  - **Instructions for Handout Upload (see website)**
- **Questions:** Contact Jennifer Carstens at jcarstens@ascrs.org in regards to 1) withdrawal notifications; or 2) change in presenter/faculty requests.
ASCRS SYMPOSIUM and PAPER SPEAKERS (ONLY)

- ASCRS Symposium and Paper speakers MUST pre-submit a working version of your PowerPoint/Keynote presentation in advance of the meeting for audio/visual review.
- Upload Link Opens: Tuesday, March 3, 2015
- Deadline: Friday, April 10, 2015

ASCRS SYMPOSIUM

- **Length:** The length of time for presentations varies for each symposium. Your speaker schedule will have specific times for each. In consideration of all presenters, please confine your presentation to the allotted time.
- **NO LAPTOP USE ALLOWED for SYMPOSIUM SESSIONS (NO EXCEPTIONS).**
- All symposium speakers must pre-submit a working version of your PowerPoint/Keynote presentation online for audio/visual review ahead of the meeting.
- **Check-in:** It is mandatory that ASCRS symposia speakers check in at the Speaker Ready Room.
- Upload Link Opens: Tuesday, March 3, 2015
- Deadline: Friday, April 10, 2015
- **Questions:** Contact Deborah Berry dberry@ascrs.org in regards to 1) withdrawal notifications; or 2) change in presenter/faculty requests.

ASCRS PAPERS

- **Length:** All papers are 5 minutes maximum. Within each paper session, papers have been clustered into discussion groups, typically 3 to 5 related papers. After each cluster is presented, there will be a panel discussion of about 5 minutes.
- **Best Paper of Session**
  - Judging Criteria (see website)
- **NO LAPTOP USE ALLOWED for SYMPOSIUM SESSIONS (NO EXCEPTIONS).**
- All paper session speakers must pre-submit a working version of your PowerPoint/Keynote presentation online for audio/visual review ahead of the meeting.
- **Check-in:** It is mandatory that ASCRS paper session speakers check in at the Speaker Ready Room.
- Upload Link Opens: Tuesday, March 3, 2015
- Deadline: Friday, April 10, 2015
- **Questions:** Contact Tammy Gard at tgard@ascrs.org in regards to 1) updates to abstracts, due by January 31 [Results: 100 words; Conclusion: 50 words]; 2) withdrawal notifications; 3) change in presenter/coauthor requests
ASOA PRACTICE MANAGEMENT COURSES

- **Length:** All courses are 1 hour in length.
- Course instructors are responsible for notifying their faculty of any schedule changes and also promptly advising ASOA of faculty changes.
- **Check-in:** It is mandatory that ASOA course speakers check in at the Speaker Ready Room.
- ASOA course speakers do not have to upload courses, but are welcome to review their presentations in the Speaker Ready Room.
- **Handouts:** Course instructors are expected to prepare high-quality handouts to accompany their curriculum and ensure that handouts are available to all participants.
  - Instructions for Handout Upload (see website)
- **Questions:** Contact Shannon Mueller at smueller@asoa.org in regards to 1) withdrawal notifications; or 2) change in presenter/faculty requests.

TECHNICIANS and NURSES COURSES

- **Length:** All courses are 1 hour in length.
- Course instructors are responsible for notifying their faculty of any schedule changes and also promptly advising JCAHPO of faculty changes.
- **Check-in:** It is mandatory that T&N course speakers check in at the Speaker Ready Room.
- T&N course speakers do not have to upload, but are welcome to review their presentations in the Speaker Ready Room.
- **Handouts:** Course instructors are expected to prepare high-quality handouts to accompany their curriculum and ensure that handouts are available to all participants.
  - Instructions for Handout Upload (see website)
- **Questions:** Contact Janice Prestwood at Janice@jcahpo.org in regards to 1) withdrawal notifications; or 2) change in presenter/faculty requests.

AUDIOVISUAL EQUIPMENT/ROOM SETUP

- The standard room set for ALL sessions is as follows:

  Single Projection Screen (sized to fit room)
  - 1 LCD projector
  - 1 Podium microphone; 1 Wired Lavaliere microphone; 1 Table microphone
  - Presentation Computer (PC and MAC – PC Win7 w/Office 2010 MAC Book Pro w/Office 2011 and Keynote 2009)
  - 1 Laser pointer
- Additional equipment not listed above is available for a fee (flipcharts, wireless microphone or slide advancer, etc) and must be requested in advance.
- **Deadline for equipment price quotes/requests:** Wednesday, March 25, 2015
- **Questions:** Contact av@ascrs.org
Check List

- **Mandatory Uploaded Presentation**: Symposia and Paper presenters ONLY
- **Required On-Site Speaker Check-In**: ALL speakers (Course, Paper, Symposia)
- Relevant **FINANCIAL INTEREST** (or lack thereof) for **ALL SPEAKERS**:
  1) Appears on the title slide or 2nd slide of presentation (to include the type of relationship and the name of the company). **See example below.**
  2) Must also be VERBALLY announced at start of presentation.
- **No product/trade names were used in the title.** Generic descriptors required for CME purposes. Do not use questions or statements as a title.
- Met standards of scientific integrity (and is free of commercial bias).
- Used generic names when possible.
- Used brand names consistently if used.
- Included all treatment options with pro’s/con’s of each cited.
- Cited positive and negative studies.
- Stated when offering an opinion.
- Used your own slides - ASCRS understands that incorporation of corporate slides will sometimes ensure accurate product information; however, remember, it should be your work that is presented. Product logos/packaging are strictly prohibited.

![Example financial interest disclosure statements:](image)

**Presentation Title**
(Title must match ASCRS-edited title received with acceptance notification)

**Authors**
(All authors must be listed in the ASCRS\*ASOA abstract submission database to be listed on the presentation)

**Example financial interest disclosure statements:**

The authors of this presentation have received research funding from Company X and are members of Company Y’s speakers bureau.

-or-

Author 1 is a consultant for Company ABC. Authors 2 and 3 have no financial interests in the subject matter of this presentation.

-or-

The authors have no financial interests to disclose.