



NERDS19 Lightning Oral Guidelines

Disclosures (due immediately)

Pursuant to the requirement of Continuing Medical Education, all presenters must (1) review the presentation requirements posted on our [website](#); and (2) complete, sign, and return the [disclosure form](#) to AmyM.NERDS@gmail.com.

Format

You will have **5 minutes** to present your abstract.

Following your presentation, the audience will have **2 minutes** to pose questions or provide feedback.

It is mandatory that your **first slide** contains the title, authors, and funding sources.

It is mandatory that your **second slide** contains a disclosure of any financial relationships or other relevant conflicts of interest for all authors; or a statement that you have nothing to disclose.

The remainder of your presentation should follow the format of a traditional scientific abstract: Background, Aims, Methods, Results, Limitations, Conclusions.

AV Specifications

The presentation rooms are equipped with: a conference computer, a podium and stationary mic, a lapel mic, an “air mouse” with slide navigation and laser pointer, and free WIFI.

Conference computer OS: Windows 7
Supported files: Microsoft Office PPT or PPTX
Supported slide size: 4:3 (standard)

Presenter view/projector only mode is not available on the conference computer.

Please refrain from using sound or hyperlinks in your slides. We cannot guarantee that WIFI and volume settings will be efficient.

Set Up

Check-in at the registration desk when you arrive. Your presentation room # & time will be printed on the back of your badge.

After check-in, please download your slides to the computer in the presentation room. We suggest having **two** methods of download readily available (1) on a USB drive and (2) on the internet (e.g. e-mail, cloud drive, Dropbox). Save the file to the desktop to make it easy to find and open.

We highly recommend that your slides are downloaded by lunch time.

If there are cancellations in the program or ‘no shows’, your presentation time may be pushed forward without prior notice. Therefore, please plan to arrive at your presentation room at the start of the session and remain until you are called to present.

A moderator will be seated at the front of the room. When it is your turn to present, the moderator will call you to the podium. You will be responsible for locating your file on the desktop and opening your presentation. Please exit your presentation when you are finished. If necessary, the moderator will stop you when your time is up.