NERDS19
Platform/Plenary 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 **10 minutes** to present your abstract.

Following your presentation, the audience will have 5 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 Ballroom is equipped with: a presentation 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.

After check-in, please download your slides to the on-stage computer in the ballroom. 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.

Your slides must be downloaded before 7:45 am.

If you suspect that you will not be able to arrive prior to 7:45 am, please e-mail your FINAL slides to AmyM.NERDS@gmail.com **by noon on Tues, Mar 26th** and she will download your slides for you. Please be aware that Amy will not be checking e-mail on the evening before, or the day of, the meeting.

A moderator will be located at the corner table in the front row (nearest the podium). When it is your time to present, the moderator will call you to the podium and will assist you with opening your presentation. If necessary, the moderator will stop you when your time is up.