



2018 New England Regional Meeting Platform/Plenary Oral Guidelines

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 disclosures of any potential conflicts of interests or a statement that you have nothing to disclose. For more information, refer to SAEM's [standardized disclosure](#).

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: PPT

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.

Moderators

The platform session moderators will be located at the corner table in the front row door-side (or the first table on your right when you are on stage).

If necessary, the moderators will hold up an 8.5" x 11" sign when you are approaching 2 minutes remaining, 1 minute remaining, and when you need to STOP. Keep an eye out for these **yellow** signs when you are on stage.

Please direct AV questions to anyone at the moderators' table.

Set Up

Check-in at the registration desk when you arrive.

You must download your slides to the ballroom computer **before 7:45 am** on the day of the meeting from (1) a USB drive or (2) the internet (e.g. e-mail, cloud drive, Dropbox). We suggest having **both** methods readily available. Save your slides on the desktop with the filename: "YOUR FIRST AND LAST NAME" in all caps.

If you suspect that you will not be able to arrive prior to 7:45 am, please e-mail your FINAL slides to Amy (amym.nerds@gmail.com) **by noon on Tues, Mar 27th** and she will be happy to download your slides for you. Amy will not be checking e-mail on the evening before, or the day of, the meeting.

When it is your time to present, the moderator will call you to the podium and will open your presentation for you.

All meeting files will be deleted at the end of the day.