



NERDS20 Platform Oral Guidelines

Please e-mail your **FINAL** slides to AmyM.NERDS@gmail.com by **12 noon EST on Tues, March 24**. Amy will download your slides to the Ballroom computer. Amy cannot make edits for you after this time. If you miss this deadline, you must arrive at the conference between 7:00 – 7:30 AM to download your slides.

Preparing your presentation

- 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.
- The Ballroom is equipped with: a conference computer (with WIFI and USB connection), a podium and stationary mic, a lapel mic, an “air mouse” with slide navigation and laser pointer.
- 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. You will not be able to see your notes or a timer.
- 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).

Setting up

- Check-in at the registration desk when you arrive.
- During breakfast (7:00 – 7:45 AM), you are welcome and encouraged to test your slides on Ballroom computer and acquaint yourself with the microphone and air mouse.

During your session

- A moderator will be located at the first round table nearest the podium. When it is your time to present, the moderator will call you to the podium.
- If necessary, the moderator will signal to you when your time is up. After your presentation, please remain at the podium to answer questions from the audience.
- See the moderator or visit the registration desk if you have questions or issues.