

## **SPR 12<sup>th</sup> Annual Meeting Instructions for Oral Presentation**

When you arrive on-site please check the printed program to confirm the schedule of your presentation time block and the room assignment. Refer to the author index to check your presentation(s).

LCD and overhead projects are standard in each meeting room. Presenters are asked to bring their own laptops or plan to share with another presenter. All other AV requests require advanced requests by e-mailing [jenniferlewis@preventionresearch.org](mailto:jenniferlewis@preventionresearch.org).

Each session is 90 minutes in length. In light of many members' requests, we are making a special effort to reserve time at the end of each session for discussion and participation from the audience members. This requires all presenters to keep within their time limit. We know the available time will seem too short to most of us, but please help your session chair by keeping to the time limit (10-15 minutes will be typical.)

When applicable all presenters should include his/her conflict of interest disclosure statement in his/her presentation either orally or on your first slide.

We would like to encourage authors to have materials available in the form of a handout, even if only a one-page abstract, along with contact information to help participants follow up on presentations they heard at the meetings. Please make arrangements to make and bring any such handouts (50-75 copies.) or be prepared to respond to e-mail requests after the conference.

### **Slide Instructions for Oral Presentations**

Clarity of slides (whether Power Point or conventional overhead transparencies) is vital for a successful scientific presentation. Following is a quick summary of the guidelines to make your slide presentation effective, successful, and enjoyable:

- Stick to one idea per slide
- Use phrases rather than complete sentences.
- Use only six to seven words per line, totaling no more than 40 characters.
- Use no more than 6 to 7 lines of printing per slide, with a blank line in between each, totally no more than 15 typewritten lines.
- Use at least an 18-point font size.
- Simplify graphics and do not over-reduce artwork.
- Use easy-to-read colors, such as white or yellow on a blue background.
- Double check your message: It should be easily grasped in 30 to 40 seconds.