

2010 ACMG Annual Clinical Genetics Meeting

March 24–28, 2010

Albuquerque Convention Center
Albuquerque, New Mexico



American College of Medical Genetics
Medical Genetics: Translating Genes Into Health®

2010 ACMG ANNUAL CLINICAL GENETICS MEETING

Speaker/Moderator and Oral Abstract Presenter Guidelines

As you finalize your presentation for the 2010 ACMG Annual Clinical Genetics Meeting, we are providing the following guidelines to assist moderators, invited speakers, and oral platform presenters with details regarding presentation preparation and on-site procedures.

To ensure as smooth a technical program in Albuquerque as possible every presenter's involvement in this effort will be appreciated. Please take a few moments to read the information provided here, whether it's the first time you have spoken, or you are an experienced speaker as these guidelines and procedures address procedures specific to the ACMG meeting. If you have questions, please contact Jane Dahlroth via email at jdahlroth@acmg.net or Claudia McNatt via email at cmcnatt@acmg.net.

Audio-Visual Equipment and Arrangements

Each session room will be set with the following audiovisual equipment:

- LCD projector
- Computer
- Screen for front projection
- Laser pointer
- Table microphone(s)
- Lectern microphones – Podium and Wireless mics
- Aisle microphones
- Speaker timer

Please note: The Internet is **not** accessible in session rooms.

Speaker Ready Room/Delivery of Presentation

All speakers, moderators and abstract presenters ***must*** check in at the Speaker Ready Room to deliver your PowerPoint presentation there **no less than three hours before the scheduled start time of your session.** (You are strongly encouraged to drop off your presentation at the same time you pick up your badge and meeting materials to avoid any "last minute" pressure and/or confusion.)

All presentations from each session will be **pre-loaded** onto the computer that will be located in each session room. Technicians in the Speaker Ready Room will be available to copy your presentation from CDs or USB flash drives while you wait.

PLEASE NOTE: Presentations brought directly to the session room just prior to the start time of a session cannot be accepted as it will delay the start of the session, and, if not compatible and tested prior to that time, may result in technical difficulties during your presentation. Therefore, it is imperative that your presentation is delivered to the Speaker Ready Room ahead of time.

The **Speaker Ready Room will be in the Tijeras Room on the Upper Level of the East Complex of the Albuquerque Convention Center.** The Speaker Ready Room will be open and staffed on the following schedule:

Wednesday, March 24:	12:00 pm – 6:00 pm
Thursday, March 25:	7:00 am – 6:00 pm
Friday, March 26:	7:00 am – 6:00 pm
Saturday, March 27:	7:00 am – 6:00 pm
Sunday, March 28:	7:30 am – 3:00 pm

Presentation Instructions

As you develop your presentation – here are some considerations to keep in mind.

PowerPoint Preparation: All speakers and oral abstract presenters must use PowerPoint for their presentation. Speakers and oral abstract presenters are reminded that they may use their company logo **ONLY** on the first slide of their presentation.

PLEASE NOTE: In accordance with ACCME guidelines, ACMG has implemented a process where everyone who is in a position to affect the content of an education activity are required to disclose significant financial relationships they (and/or significant spousal/life partners) have with commercial interests over the past 12 months. Therefore, all invited speakers and oral abstract presenters **MUST** include a “Disclosure Statement” on their first slide.

Please be sure your first slide includes the following information:

PRESENTER DISCLOSURE INFORMATION

[Name of Presenter]

The following relationship(s) exist related to this presentation: No relationships to disclose.

OR

The following relationship(s) exist related to this presentation: State Disclosures

[**Category of relationship** – e.g. consulting fees, speakers bureau]; [**Name of commercial entity** – e.g. Company X]; [**Level of relationship** – e.g. modest, significant]

This document also includes “Preparation of Effective PowerPoint Presentations” that we urge all presenters to review as it provides standard guidelines related to preparing PowerPoint presentations. Each year attendee feedback indicates that many presentations are difficult to read. The guidelines are provided to help assure presentations are easy to read and interpret from anywhere in large meeting rooms, and help provide a more meaningful educational experience for all attendees.

Other important factors in relation to your PowerPoint development to keep in mind are:

- All presentation materials must be contained within a PowerPoint file. No 35mm slides, video tapes, overhead presentations will be accepted. Any video deemed necessary must be included and/or embedded within the PowerPoint file.
- Only fonts included in the basic installation of Windows, and/or Microsoft Office can be accommodated. Any font other than these will need to be embedded into your PowerPoint presentation before submitting it to the Speaker Ready Room. Recommended fonts are Sans Serif fonts such as Arial and Tahoma.
- Save your files to any of the following media: CD-ROM, DVD, or USB flash drive. Note that you must close or finalize your computer session when burning CD's which will enable the CD to be read by other computers.
- While traveling, it is highly recommended that you carry one copy of your presentation with you onboard the plane, while a duplicate copy should be packed in your checked luggage.
- If you are presenting more than once, make certain that your presentations are clearly identified by either including each presentation in a separate folder on your disk, making separate disks, etc.
- Each presenter must have his or her own disk/CD/other media; do not place more than one presenter's file on the same disk.

Session Content and Delivery

ACMG is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians and therefore, all educational programming is developed and must be presented in compliance with all ACCME accreditation requirements. In addition to the above requirement of adding a disclosure statement to your first slide, as you prepare your presentation, please keep these thoughts in mind:

- Talks must be free of commercial bias for or against any product. If commercial products are discussed, the session must present objective information about those products, based on generally-accepted scientific evidence.
- The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

- You have signed a disclosure regarding the existence of any financial interest and/or other relationship(s) you might have with the manufacturer(s) or provider(s) of any commercial product(s) or service(s) to be discussed during your presentation. If in fact you have indicated such a relationship, this is listed in the Program Guide, however, you should also state this relationship to the audience prior to the start of your presentation and as requested above, include on the first slide of your presentation.

Please keep the time allotted for your section of the session in mind as you develop the content. Practice the delivery of your talk several times prior to your presentation along with your slide sequence, being sure to fit your talk into the time allocated to you. It is critical that talks stay on schedule so that attendees may move between sessions as needed.

Use the microphones at the podium properly (a podium microphone and wireless lavalier microphone are provided). The lavalier microphone should be placed no more than 6" below your chin. Often, reported microphone "problems" are merely a matter of having the lapel microphone placed too far from the speaker's mouth, or speakers turning away from the podium mic to look at the screen.

Day of Your Session

Plan on arriving at your designated session room approximately thirty (30) minutes prior to the start time and introduce yourself to the moderator and to the audiovisual technician.

Session rooms will be listed in the on-site Program Guide.

Preparation of Effective PowerPoint Presentations

The following PowerPoint preparation tips are provided to assure all speakers prepare effective and readable presentations. Whether it's the first time you have spoken, or you are an experienced speaker you will find these guidelines helpful in preparing PowerPoint presentations for both the ACMG meeting and future presentations you may develop.

- The visuals you create should support your verbal presentation and not become the presentation themselves. DO NOT read your slide to your audience!
- Do not use too many slides. An average of 15 – 20 per 50 minute presentation is a good guideline.
- Each slide should be designed to be concise, uncluttered and readable from a distance.
- Do not put too much information on any single slide. Attendees should be able to comprehend the visual in twenty (20) seconds or less. It is good practice to convey only one message or idea per slide.
- Observe the rule of 6x6 – no more than six (6) lines, with each line containing no more than six (6) words.
- Use a font and a font size that is appropriate and clear – a Sans Serif font such as Arial is recommended for clarity. Do not mix fonts unless it is for a good reason, e.g. presenting quotes. And, do not use capitals except for occasional emphasis – they are harder to read than lower-case letters.
- Graphs and charts should be kept simple with large lettering and clearly marked axes, etc.
 - ▶ Use colored arrows to direct audience's attention to particular parts of charts, especially for complicated figures. For figures created in charting programs and then exported to PowerPoint, be sure that the output fonts and line widths are legible once the image is scaled within PowerPoint.
 - ▶ If you have a complicated chart, it's a good idea to add statistics directly onto the chart, and, provide the details of the graph orally.
- Use color and fonts for interest and variety, but do not use too many of each as the slides become more confusing. Ideally, lettering should be light colored on a dark color background. NOTE: Avoid using red and green combinations for emphasis – the most common form of color blindness prevents separation of reds and greens.
- When advancing to your next slide, give the audience a couple of seconds to become acclimated with the new information.
- Use special effects (transitions, sounds, etc.) sparingly, if at all, as they tend to distract from the message being conveyed.
- Keep the meeting room sizes in mind and design slides so that they are visible in the front OR the back of large meeting rooms. As a guideline:
 - ▶ Plenary Sessions are held in rooms set for 1700 people (Meeting room is approximately 30,000 square feet)
 - ▶ Concurrent, Oral Platform and Industry Supported Symposia Sessions are held in rooms set for 500 – 600 people (Meeting rooms are approximately 7,000 square feet)