



## **ORAL ABSTRACT PRESENTATION GUIDELINES**

For information on registration, housing, and international travel visit [www.ascpt.org](http://www.ascpt.org). ASCPT does not provide honoraria or travel/housing reimbursement for oral abstract presenters.

### **Presentation Content**

The quality and integrity of research in clinical pharmacology and translational medicine are essential to effective healthcare. ASCPT ensures balance, independence, objectivity, and scientific rigor in all of its educational activities. PowerPoint slides cannot contain any advertising, trade names, or a product-group message. All content must be free from commercial bias and should reference the best available evidence where applicable.

All abstract presenters completed the required *Conflict of Interest Statement* and the *Distribution, Duplication, and Recording Form* during abstract submission. Please inform ASCPT at [meetings@ascpt.org](mailto:meetings@ascpt.org) immediately of any updates to your Conflict of Interest Statement.

Use of camera or digital recording devices by attendees is not permitted.

### **Presentation Time Limits**

Each oral presenter will be limited to a *maximum* of 10 PowerPoint slides, including the title slide (i.e. 1 minute per slide). The oral session co-chairs will contact you in February about your presentation and offer to review your presentation slides. The co-chairs can provide you with feedback and guidance about your presentation. Please thoroughly practice your slides with your mentor to ensure the highest quality presentation is being given.

Please keep to your allotted presentation time limits to ensure that the session ends on time. Your session co-chairs will discuss with you cues for a 2 minute warning and when it is time to wrap up.

### **Oral Sessions**

Introduction: 4 minutes

Presenter 1: 10 minutes, 4 minute Q&A to immediately follow

Presenter 2: 10 minutes, 4 minute Q&A to immediately follow

Presenter 3: 10 minutes, 4 minute Q&A to immediately follow

Presenter 4: 10 minutes, 4 minute Q&A to immediately follow

**Do not exceed 60 minutes.**

### **Scheduling Information**

Please refer to your oral presentation notification e-mail for the date and time of your session.

### **How and When to Send Your Presentation**

All oral abstract presenters are required to upload their PowerPoint presentations to ASCPT secured Presentation Management Site by **Wednesday, March 14, 2018**. ASCPT recommends submitting presentations less than 10MB in size.

The Society's audio/visual (A/V) producer reviews all PowerPoint slides prior to your presentation in order to ensure text and graphics are compatible with our system. *Please let ASCPT know immediately if your presentation includes videos or uses special software. Video source files must be provided.*

**Oral abstract presenters who do not upload their presentations by the deadline of Wednesday, March 14, 2018, MUST check in at Speaker Ready Room onsite at least 90 minutes prior to the start of their session.**

Additional information on uploading your presentation will be provided in early February 2018.

#### **Onsite Audio/Visual Support**

Each session will be provided with one LCD projector with a screen, one (PC) laptop, a podium with a microphone and laser pointers, and a head table for the chairs and speakers.

ASCPT provides technical support through the services available in the Speaker Ready Room where speakers can review and revise their upcoming presentations. The A/V support staff will be available to make changes to presentations received in advance and assist with technical issues.

It's strongly suggested that you review your presentation prior to your session. Please visit the Speaker Ready Room at least 90 minutes prior to the start of your presentation.

#### **Questions**

Should you have any questions, please contact ASCPT at [meetings@ascpt.org](mailto:meetings@ascpt.org) or (703) 836-6981 x109.