ASCPT 2019 ANNUAL MEETING
MARCH 13-16 • WASHINGTON MARRIOTT WARDMAN PARK • WASHINGTON, DC

SPEAKER PRESENTATION GUIDELINES

Target Audience
Clinical and translational pharmacologists, including physicians, pharmacists, scientists, and others interested in learning about the most current advances in drug discovery, development, regulation, and safe utilization of drugs in humans.

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 speakers must complete the *Conflict of Interest Statement* and the *Distribution, Duplication, and Recording Form* available in your electronic letter of invitation. Completion of these forms is required in order to present at the ASCPT Annual Meeting.

For all sessions excluding Award Lectures, the session chair(s) will discuss with you the scope of your presentation and other presentations within the session to ensure all relevant topics are discussed and to reduce redundancy.

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

Presentation Time Limits for Award Lectures
Please keep to your allotted presentation time limits to ensure that the session begins and ends on time. Details on time allowances will be provided by ASCPT staff and must be adhered to.

Recommended Presentation Time Limits for Invited Speakers
The session Chairs will determine how much time each speaker has for lecture and audience discussion/Q&A. Please keep to your allotted presentation time limits to ensure that the session ends on time. Your session chair will discuss with you cues for a 2-minute warning and when it is time to wrap up.

Suggestions for Presentation Time Limits:

Symposium with 4 Speakers
Introduction: 5 minutes
Speaker 1: 20 minutes
Speaker 2: 20 minutes
Speaker 3: 20 minutes
Speaker 4: 20 minutes
Q&A: 30 minutes
Do not exceed 120 minutes

Workshop, Roundtable and Science at Sunrise with 3 Speakers
Introduction: 5 minutes
Speaker 1: 15-20 minutes
Speaker 2: 15-20 minutes
Speaker 3: 15-20 minutes
Q&A: 25 minutes
Do not exceed 90 minutes

Roundtable and Science at Sunrise with 2 Speakers
Introduction: 5 minutes
Speaker 1: 20-30 minutes
Speaker 2: 20-30 minutes
Q&A: 25 minutes
Do not exceed 90 minutes

Handouts
Handouts for Symposia, Roundtables, Science at Sunrise and Workshops are welcome, but not required. Session handouts will be provided as a PDF on the ASCPT Annual Meeting mobile app. Printing costs and distribution of handouts will be the responsibility of the speaker and/or session chair. Handouts are due to ASCPT by **Thursday, February 14, 2019**.

How and When to Send Your Presentation
All speakers are required to upload their PowerPoint presentations to the ASCPT secured Presentation Management Site by **Wednesday, March 6, 2019**. 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.*

Speakers who do not upload their presentations by the deadline of Wednesday, March 6, 2019, MUST check in at Speaker Ready Room onsite at least two hours 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 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 two hours prior to the start of your presentation.

Questions
Should you have any questions, please contact Liza Avruch, Senior Education and Meetings Coordinator at liza@ascpt.org or (703) 836-6981 x109.