



## **SPEAKER PRESENTATION GUIDELINES**

### **Target Audience**

Attendees of the ASCPT Annual Meeting include 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 science are essential to effective healthcare. ASCPT ensures balance, independence, objectivity, and scientific rigor in all 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.

As part of ASCPT's commitment to maximizing access to the high-level education offered at the Annual Meeting, it is the expectation that as part of the acceptance process, all speakers will grant ASCPT the necessary permissions to record and distribute your session online after the Annual Meeting, inclusive of presentation slides. All speakers must complete all required tasks in your online Cadmium Education Harvester account. Log in credentials were provided in your invitation email. Completion of these tasks 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.

To maintain confidentiality of information presented, the 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. ASCPT requires that you allow at least 10 minutes for an interactive question and answer session with the audience as a part of your talk. You are also asked to identify the individual who will introduce you. ASCPT will need the name of that individual no later than **November 1, 2019**. The introducer will have a maximum of 10 minutes to introduce you and present any PowerPoint slides, etc. Further details on time allowances will be provided by ASCPT staff and must be adhered to.

### **Recommended Presentation Time Limits for Invited Speakers**

The session Chair(s) 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(s) will discuss with you cues for a 2-minute warning and when

it is time to wrap up. ASCPT staff will be monitoring session rooms to help ensure that all sessions begin and end on time.

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, Science at Sunrise, Design Your Own Sessions and Workshops/Roundtables 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(s). Handouts are due to ASCPT by **Thursday, March 5, 2020**.

**How and When to Send Your Presentation**

All speakers are required to upload their PowerPoint presentations to the ASCPT secured Presentation Management (Orchestra) Site by **Thursday, March 5, 2020**. 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. *NOTE: If you are using animation, music or proprietary software for your presentation, we ask that you alert ASCPT by March 1, 2020 so that we can connect you with the AV Team. Animation, music and/or proprietary software require technical support to ensure that they run properly in the session room during your presentation.*

ASCPT will provide an Annual Meeting Template Slide for your use. **Speakers who do not upload their presentations by the deadline of Thursday, March 5, 2020, MUST check in at Speaker Ready Room onsite at least three hours prior to the start of their session.**

Additional information on uploading your presentation will be provided in early February 2020.

**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 Chair(s) 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 **three hours prior** to the start of your presentation.

### **Questions**

Should you have any questions, please contact Diana Tsuji or Nicole Rockman at [meetings@ascpt.org](mailto:meetings@ascpt.org) or (703) 836-6981 ext. 108 or 109.