

Podium Presentation Guidelines

American Society of Colon and Rectal Surgeons
Annual Meeting
Minneapolis, MN
May 15-19, 2010

- *All presentations are required to be prepared electronically in Microsoft Powerpoint format.* (See enclosed "Guidelines for Electronic Presentations"). Data projection equipment will be provided in the meeting room on the day of your presentation. **Do not bring** your own laptop for use in the session. Your presentation must be loaded onto the main A/V computer preferably 24 hours, **but no later than EIGHT hours prior to the session.** This may be done in the Speaker Ready Room. (Speakers who send in their presentation via the web site will have faster check-in.)
- All presentations must be original, previously unpublished articles that have not been presented at a national meeting. All papers become the property of ASCRS
- The presentation should be directly based on the material submitted in the abstract. There should be no substantial deviations from the abstract in subject, numbers, or conclusions. Registrants should be able to follow the presentation while looking at the abstract in the program book.
- Stay within your allotted time. Familiarize yourself with the podium and controls prior to the beginning of the session. Be at the podium by the conclusion of the moderator's introduction. Start promptly. Remember that the moderator will abruptly stop you if you go over time, despite the embarrassment to everyone concerned. It is best to plan for a 5 minute talk to allow a cushion. Typically, 1 to 2 slides may be used per minute which is equal to 7 to 12 slides for a 6 minute talk.
- Keep slides simple to deliver "the message." Each slide should concentrate on a single major point.
- Do not "pack" the slides with too many words. Avoid busy tables. General guidelines dictate a maximum of 50 letters per line and 7-8 lines per slide.
- Avoid busy color schemes, avoid reds. White or bright yellow characters and lines on a dark blue background is the easiest color scheme to see. Do not use red or light blue letters on a dark blue background.

- Concentrate on delivering a message with impact. You do not need to present every subtle detail of the study; leave something for the publication.
- Avoid prefacing remarks. Do not thank the Society or the moderator. Assume a high level of base knowledge in your audience, most of whom are boarded general or colorectal surgeons. Limit references to prior papers. Practice the talk before a critical person or group several times to get feedback and improve your flow and timing.
- For discussion sessions, a senior author should be available to clarify any issues. He should either stand on the podium with the presenter during this discussion or assist from a floor microphone. Responses from questions from the moderator and meeting attendees should be short and to the point. *All presenters must know their topics thoroughly.*
- Additional discussion about the presentation may take place after the session is complete. Please proceed to foyer outside of the hall and remain for several minutes in case a registrant would like to talk to you.
- If English is not your first language and you have any concerns about presenting in a clear fashion, consider asking a colleague to deliver your talk from a written script. If you need assistance, the Society will be happy to help. Senior members of the Society are willing to present a paper from a script but ample notice is required to make these arrangements. Please notify the ASCRS office at ascrs@fascrs.org or fax 847-290-9203 by April 12. The Society encourages international participation, and we do not want language issues to ever discourage presentation. At the same time, it is imperative that the presentation and discussion be clear, fluid and easily understood.