



## PODIUM PRESENTATION GUIDELINES

### 2017 OTA ANNUAL MEETING

**All authors (podium and poster) are required to register and pay the registration fee if attending the meeting**

- Annual Meeting, Basic Science Focus Forum, and International Trauma Care Forum Presentation time limit is 6 minutes
- Manuscripts for paper presentations are due Monday, September 11, 2017. This allows moderators to review your paper prior to the meeting. **All authors who do not submit a manuscript will be banned from presenting papers or posters at the OTA for two years.**
- **Financial Disclosure:** ACCME guidelines mandate that all institutional and personal financial support be disclosed from the podium. The disclosure slide should immediately follow the title slide. If the session moderator feels it is needed, they may use the discussion time to ask for further clarification regarding potential conflicts.
- **FDA:** Due to increased attention by the U.S. Food and Drug Administration (FDA) on the regulatory status of certain devices used in orthopaedic surgery, the OTA leadership requests that each presenter announce to the audience the FDA classification of each device mentioned. State from the podium and indicate on slide following financial disclosure whether the device has FDA approval.

**Slide 1: Study title with authors**

**Slide 2: Financial disclosures**

**Slide 3: FDA status**

- **Third Party Content Inclusion:** Presentations containing materials from published journal articles or book chapters require permission documentation. This includes figures, tables and excerpts for outside sources. Any slides containing third party material must include the complete source citation including figure or table number under the content. Authors should consider substituting third party content with personal or original artwork whenever possible.
- State conclusions and major points at the beginning of the presentation or at least early enough so they will be covered if time runs out.
- Present description of study and supporting data succinctly. In 6 minutes there is not sufficient time to wander to minor points or to present data in complete detail.
- Round off percentages and numbers.
- Keep the message short on your PowerPoint presentation slides and cover only one major point.
- Avoid complex graphics; the listener has only a few seconds to digest the message on each slide at the same time he/she is listening to you.
- If you plan to use a video, embed the video in your presentation.

- The projection screens this year will be in 4:3 format. You are welcome to use presentations in either 4:3 or 16:9 format. While 4:3 presentations will fill the screen, presentations in 16:9 format will letterbox. (Fill the screen horizontally with black borders top and bottom to maintain aspect ratio)
- **Presenting authors as well as breakout session speakers** can upload their PowerPoint through this link: <http://www.speakerreadyroom.com>. This site will close at 11:59 pm Central on October 7<sup>th</sup>.

After October 7<sup>th</sup> please upload your talk in the speaker ready room at the Vancouver Convention Centre.

**Speaker Ready Room Hours: West Meeting Room 103**

Tuesday, October 10	4:00 pm - 6:00 pm
Wednesday thru Saturday, October 11-14	6:00 am - 6:30 pm

Check-in to the speaker ready room at least one hour prior to your presentation to upload and/or preview your Presentation- especially if videos are present.

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QUESTIONS? Please call the OTA staff office M-F 8:00 am-5:00 pm Central at 847-698-1631 or email: [spellman@ota.org](mailto:spellman@ota.org)

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