



## PODIUM PRESENTATION GUIDELINES

### 2023 OTA ANNUAL MEETING

<b>OTA AM Registration</b>	All accepted authors (podium and poster) are required to register and pay the registration fee if attending the meeting.															
<b>Presentation Time Limit</b>	Annual Meeting, Basic Science and International Trauma Care Forum presentation time limit is 6 minutes.															
<b>PowerPoint Slides Requirement</b>	<p><b>Slide 1: Study title with authors</b>  <b>Slide 2: Financial disclosures</b>  <b>Slide 3: FDA status</b> - 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. Indicate from the podium and on the slide following financial disclosure whether the device has FDA approval.</p> <p><b>Third Party Content Inclusion:</b> Presentations containing materials from published journal articles or book chapters require permission documentation. This includes figures, tables and excerpts from outside sources.</p> <p>Any slides containing third party material must include the complete source citation <u>including</u> figure or table number under the content. Authors should consider substituting third party content with personal or original artwork whenever possible.</p> <p><b>The Do's and Don'ts:</b></p> <table border="1" data-bbox="358 1293 1560 1837"> <thead> <tr> <th data-bbox="358 1293 963 1331">Do's</th> <th data-bbox="963 1293 1560 1331">Don'ts</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1331 963 1440">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.</td> <td data-bbox="963 1331 1560 1440">Use any product, company logos or company branding</td> </tr> <tr> <td data-bbox="358 1440 963 1549">Present description of study and supporting data succinctly</td> <td data-bbox="963 1440 1560 1549">Avoid complex graphics; the listener has only a few seconds to digest the message on each slide at the same time they are listening to you</td> </tr> <tr> <td data-bbox="358 1549 963 1583">Round off percentages and numbers</td> <td data-bbox="963 1549 1560 1583">Use copyrighted materials without permission</td> </tr> <tr> <td data-bbox="358 1583 963 1692">Keep the message short on your PowerPoint presentation slides and cover only one major point</td> <td data-bbox="963 1583 1560 1692">Use identifiable patient information</td> </tr> <tr> <td data-bbox="358 1692 963 1768">If you plan to use a video, embed the video in your presentation</td> <td data-bbox="963 1692 1560 1768">Use promotional content</td> </tr> <tr> <td data-bbox="358 1768 963 1837">Please use widescreen (16:9) slide format</td> <td data-bbox="963 1768 1560 1837">Wander to minor points or present data in complete detail</td> </tr> </tbody> </table>		Do's	Don'ts	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.	Use any product, company logos or company branding	Present description of study and supporting data succinctly	Avoid complex graphics; the listener has only a few seconds to digest the message on each slide at the same time they are listening to you	Round off percentages and numbers	Use copyrighted materials without permission	Keep the message short on your PowerPoint presentation slides and cover only one major point	Use identifiable patient information	If you plan to use a video, embed the video in your presentation	Use promotional content	Please use widescreen (16:9) slide format	Wander to minor points or present data in complete detail
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<b>Financial Disclosures</b>	ACCME guidelines mandate that all institutional and personal financial relationships must be disclosed from the podium. <b>Presenters must use the <a href="#">OTA Disclosure Template</a> for their disclosure slide.</b> The disclosure slide should be displayed for a minimum of 3 seconds and immediately follow															

	<p>the title slide. If you have relevant disclosures, we ask that you explicitly disclose and explain those relationships at the beginning of your presentation. If the session moderator feels it is needed, they may use the discussion time to ask for further clarification regarding potential conflicts.</p>
<b>Manuscripts</b>	<p>Manuscripts for podium presentations will be due in mid-September. This allows moderators to review your podium presentation prior to the meeting. <b>All authors who do not submit a manuscript will be banned from podium presentations or posters at the OTA for two years.</b> Manuscripts should resemble a journal manuscript with developed and detailed Introduction, Methods, Results and Discussion sections.</p> <p>Manuscripts are due September 15.</p>
<b>PowerPoint Slide Upload</b>	<p>It is preferred that presenters upload talks through the Speaker Management Site prior to arriving at the annual meeting; an email with upload instructions will be sent mid to late September. Check-in to the speaker ready room at least one hour prior to your talk to preview your presentation, especially if videos are present.</p> <p>After October 11, presenters will be responsible for uploading their presentations onsite in the speaker ready room and must do so 2 hours prior to their talk.</p> <p><b>Speake Ready Room Hours:</b>  Tuesday: 4:00 - 6:00 PM  Wednesday: 6:30 AM - 8:00 PM  Thursday-Friday: 6:30 AM - 6:00 PM  Saturday: 6:15 AM - 12:00 PM</p>
<p>QUESTIONS? Please contact <a href="mailto:Sheila.Alegria@ota.org">Sheila Alegria</a> or <a href="mailto:ota@ota.org">ota@ota.org</a>.</p>	

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Revised 10/12/2023