



## PODIUM PRESENTATION GUIDELINES

### 2024 OTA ANNUAL MEETING

<b>OTA AM Registration</b>	All accepted presenters, moderators and faculty are required to register if attending the meeting. <b>Registration fees and travel expenses are the sole responsibility of the presenter.</b>												
<b>Presentation Time Limit</b>	Annual Meeting and International Trauma Care Forum presentation time limit is 6 minutes.  Basic Science Focus Forum presentation time limit is 4 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 that you request permission. 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="370 1398 1560 1902"> <thead> <tr> <th data-bbox="370 1398 967 1436">Do's</th> <th data-bbox="967 1398 1560 1436">Don'ts</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1436 967 1579">State conclusions and major points at the beginning of the presentation or at least early enough so they will be covered if presentation goes long.</td> <td data-bbox="967 1436 1560 1579">Use any product, company logos or company branding</td> </tr> <tr> <td data-bbox="370 1579 967 1688">Present description of study and supporting data succinctly</td> <td data-bbox="967 1579 1560 1688">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="370 1688 967 1726">Round off percentages and numbers</td> <td data-bbox="967 1688 1560 1726">Use copyrighted materials without permission</td> </tr> <tr> <td data-bbox="370 1726 967 1835">Keep the message short on your PowerPoint presentation slides and cover only one major point</td> <td data-bbox="967 1726 1560 1835">Use identifiable patient information</td> </tr> <tr> <td data-bbox="370 1835 967 1902">If you plan to use a video, embed the video in your presentation</td> <td data-bbox="967 1835 1560 1902">Use promotional content</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 presentation goes long.	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
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	Please use widescreen (16:9) slide format	Wander to minor points or present data in complete detail
<b>Financial Disclosures</b>	ACCME guidelines mandate that all financial relationships must be disclosed to learners. OTA will publish all submitted disclosures on the OTA Annual Meeting Website & Mobile App. <a href="#">View Disclosure Slide Template</a>	
<b>Manuscripts</b>	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.  A link to the speaker management site will be emailed to the presenting author closer to the mid-September deadline.	
<b>PowerPoint Slide Upload &amp; Timeline</b>	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.  After pre-load site closes, presenters will be responsible for uploading their presentations onsite in the speaker ready room and must do so <b>2 hours</b> prior to their talk, this includes any last-minute edits.	
<b>PPT File Naming Convention</b>	Please use this format when naming and uploading your PPT slides: Abbreviated title_First Name InitialLast Name_Presentation Date e.g. distal locking_Lsmith_10-24-2024	
<b>Order of Presentation</b>	Moderators will be required to provide order of presentation for main symposia and breakouts, additionally they need to confirm whether they will be presenting themselves.	
QUESTIONS? Please contact <a href="#">Sheila Alegria</a> or <a href="mailto:ota@ota.org">ota@ota.org</a> .		