



Oral Abstract/Conundrum Presenter Checklist

What is an Oral Abstract or Conundrum Presentation?

An **Oral Abstract Presentation** is an abstract selected by the Abstract & Conundrums Co-Chairs to be presented in a session at the PHM Annual Meeting. Sessions are 1.5-hours with two moderators and five oral abstract presentations. Oral Abstract Presentations are 10 minutes in length, leaving 5 minutes for Q&A. The date, time, and location of your presentation was sent to you via email from info@academicped.org.

Oral Abstract Presenters must register to attend PHM Annual Meeting 2024 to participate in the symposium! [Click here to register today](#). *Important note: Abstracts & Conundrums are subject to withdraw if presenting author does not register.*

If you are no longer planning to present at PHM 2024, please send us an email as soon as possible.

How to Format Your Presentation:

- ✓ Include no more than 10 short slides (1 per minute)
- ✓ Summarize your slides in 10 minutes
- ✓ Allow for 5 minutes of questions from the audience
- ✓ All scientific presentations are 16x9, High Definition. Acceptable formats are PowerPoint or PDF.
 - Please upload your slides [here](#) by July 15, 2024. Slides not uploaded by 7/15 will not be included in the PHM app.
 - You must bring your slides on a flash drive to the conference. A laptop will be provided but your slides will not be pre-loaded.
 - There is no speaker ready room. Please arrive to your presentation location ready to share your presentation.
 - **Important note:** *To protect the integrity of the abovementioned presentation management system, **personal laptops will not be permitted** for presentation at the meeting. If you have questions, please contact PHM Staff.*

Audio-Visual Set-up for Oral Presentations

Oral presentations take place in assigned meeting rooms. The meeting rooms are equipped with a screen, laptop, microphone and small podium. Presenters must upload files to a flash drive prior to the meeting.

General Guidelines:

- Hold microphone close to mouth when speaking so attendees can hear your presentation. Microphones will be cleaned by technicians between each use.
- One slide = One idea
- Do not use more than one slide per minute
- Limit the text on your slides – *focus on the main message*
- Use less than 20 words per slide
- Utilize clear visuals and graphics instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable – double space your text
- Use clear fonts and contrasting colors
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your slide must be readable from the back of the session room
- Prevent using font sizes smaller than 18pt
- Cite your sources

Questions?

Please e-mail PHM Meetings Staff with any questions at info@academicped.org. **Please be sure to include “PHM” in the subject line or your email may be missed.**

We look forward to seeing you in Minneapolis, MN!

Sincerely,

PHM 2024 Annual Meeting Programming Staff