

## Presentation Assistance

It is not easy to design a PowerPoint that both gets your major points across, but is also visually pleasing. View our tips on how to design a great PowerPoint presentation.

Remember to develop your presentation to time to allow questions at the end of your presentation. Timings vary but a rule of thumb is:

Full Abstracts in proffered paper sessions – 12 minutes presentation time, 3 minutes question time

Symposia sessions – 20 – 25 minutes presentation time, 5 minutes question time unless there is a panel

Plenary presentations – 30 minutes with no question time

Rapid fire oral presentation – 3 minutes presentation time, 2 minutes question time

### Disclosure of Interest

Presenters are asked to include a disclosure of interest slide in their presentation.

ASHM has a code of conduct which governs its financial relationships for staff, board, and other representatives. Office holders are required to disclose their relationships with industry and this is published in the Annual Report. ASHM recognised the considerable contribution that industry partners make to professional and research activities and we value these greatly.

We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. We have developed a simple template for declaring these relationships and potential conflicts as part of each presentation you make. Disclosures should relate to the substance of the research being presented.

### At the Conference

A speaker preparation room will be available for you at the conference. Please proceed here at least 4 hours prior to or the day before your presentation. If you are not providing slides for your presentation please advise the AV technician in the speaker preparation room.

### Presentation Consent Form

You will be provided with a presentation consent form in the speaker preparation room when loading your presentation. This form will need to be completed and returned to the speaker preparation team before your presentation.

### Media and Privacy

You will be asked on the speaker consent in the speaker prep room whether you consent to the following activities:

- **Allow your presentation on the Conference website.** Speaker presentations will be published on the conference website post conference (unless specified otherwise). We require all speakers to provide permission for their PowerPoint presentations to be published. All presenters will be given the opportunity to submit a revised PowerPoint for publication on the website.
- **Allow media contact.** A media consultant will be on site who may wish to contact you due to interest from media bodies. The media embargo for all data and information from abstracts or presentations is the date of the presentation at the conference unless indicated otherwise. Information in materials distributed to the media in advance is embargoed until when the data or information is due to be presented in the conference program. We kindly request that all media cooperate with this policy.
- **Allow audio recording/webcasting.** Recording of some presentations will be done. Individual authors may choose not to have their presentation recorded.