

SOCIETY OF BEHAVIORAL MEDICINE
26th Anniversary Annual Meeting and Scientific Sessions
Boston Marriott Copley Place, Boston, MA
April 13-16, 2005

ORAL/PAPER PRESENTATION GUIDELINES

A. AUDIO/VISUAL EQUIPMENT

The following audio/visual equipment will be available in the meeting rooms used for 18-minute oral/paper presentations at the SBM meeting:

Laptop computer (PC compatible)
LCD projector
Screen
Laser pointer
Podium microphone
Lavalier microphone
Aisle microphone

If you need any additional audio/visual equipment, please send an e-mail Crystal Jackson at the SBM National Office (cjackson@ahint.com) by January 31, 2005.

B. SPEAKER READY ROOM

A Speaker Ready Room will be available at the Boston Marriott Copley Place for you to preview your computerized presentation or slides. The hours will be as follows:

Wednesday, April 13	12:00 noon-6:00 p.m.
Thursday, April 14	7:00 a.m.-5:00 p.m.
Friday, April 15	7:00 a.m.-5:00 p.m.
Saturday, April 16	7:00 a.m.-10:00 a.m.

C. SUGGESTIONS TO CONSIDER BEFORE PRESENTING YOUR PAPER

1. Rehearse your presentation on several occasions to confirm that you will complete the presentation in the allotted time (15 minute presentation and 3 minute discussion time).
2. Arrive at least 15-30 minutes prior to your session in order to become familiar with the audio/visual equipment. There will not be a projectionist in the meeting room. A student volunteer will be present and can assist you if needed. (If you are using a powerpoint presentation, arrive approximately 30 minutes in advance of the session starting time (not your presentation starting time) to load your onto the laptop computer.)
3. Sit in the front row prior to your introduction to avoid delays. Introduce

- yourself to the session chair.
4. Be alert for the signals from the timer:
 - a) at the 13-minute warning (yellow light)
 - b) at the 15-minute mark (STOP - red light)
 5. At the end of your 15-minute presentation, the session chair will ask for questions from the audience.

D. SUGGESTIONS TO CONSIDER WHEN PRESENTING THE PAPER

1. Adhere in general to the traditional order of presentation of a study:
 - a) Introduction and statement of the problem
 - b) Methods and procedures
 - c) Results
 - d) Conclusions
2. Assume that your audience is intelligent but one that is not necessarily involved in the particular area of investigation you are discussing. Therefore, include:
 - a) A brief introductory statement of orientation
 - b) A clear statement of the problem
 - c) An unhurried presentation of the body of the paper
 - d) A concise summary
3. Select a few main points and emphasize them! Avoid unnecessary details and the presentation of too many ideas and conclusions. Your audience can lose your most important findings in the large volume of information presented to them during each complete session.
4. All power point slides and 35 mm projector slides should be crisp, clear and limited to one main idea. **There should be no more than six lines of clear, bold type on each slide.** Use your slides to present information and not merely repeat something you have already presented orally.

E. USE OF A COMPUTERIZED PRESENTATION

The SBM will be providing a PC compatible laptop computer in each room for those presenters using PowerPoint presentations. Please review the information below carefully and plan to arrive at your meeting room 30 minutes in advance of the session start time (not your individual talk time) to load your presentation.

- Bring two copies of your presentation with you in case of disk/CD failure.
- Provide your presentation on a CD or 3.5" floppy disk or a zip disk. (CD is preferred).
- A laptop computer will be available in the speaker ready room. We suggest that you stop by and load your presentation and preview it in advance of your presentation. Problems can then be detected before your session.

- Avoid the use of non-standard fonts (standard fonts include Geneva, New Roman, Helvetica).
- If you are preparing your presentation on a Macintosh computer please take care to ensure the following:
 - a) Use a PC formatted disk.
 - b) Add the file extension .ppt to your presentation.
- If you are using Apple's new application "Keynote" or the older "AppleWorks" be sure to save your presentation either as a PowerPoint compatible file, or as a PDF document. Keep in mind that if you save your presentation as a PDF file you will not be able to edit it on site.

Software:

The following software will be available on all presentation computers.

- Microsoft Windows XP which includes: PowerPoint 2000, MS Word, Excel (this version will operate earlier editions of MS Windows).
- Adobe Acrobat Reader (this will not allow you to change/edit your pdf file).

Design Tips:

- 1) Make sure that you can read your slides from at least ten feet from your computer screen. If you can't read it from there, people in the back of the room won't be able to read it either.
- 2) Use contrasting colors for the text and the background so the text will be easy to read.
- 3) Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
- 4) Use short phrases and sentences to convey your message.
- 5) Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
- 6) Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
- 7) Keep text simple and easy to read by not using many different text effects such as bold, italics, underlining, larger font size for emphasis within a sentence, or a different font all on the same slide.

F. QUESTIONS

If you have any questions about the audio/visual aspect of your presentation, feel free to e-mail Crystal Jackson at the SBM National Office (cjackson@ahint.com).