

# SOCIETY *of* BEHAVIORAL MEDICINE

*Better Health Through Behavior Change*

## ORAL PRESENTATION GUIDELINES

**30<sup>th</sup> Annual Meeting & Scientific Sessions ♦ April 22 – 25, 2009 ♦ Montreal, Canada**

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### **AV Check In Desk:**

All speakers are asked to drop their PowerPoint presentations off at the AV Check in desk (adjacent to registration) when they pick up their registration packets. The AV Technicians will upload your presentation so that it is ready to go when the time for your presentation arrives.

### **Presentation Guidelines:**

Please bring your presentation on a CD or USB Thumb Drive. Windows based computers running PowerPoint for Microsoft will be used as the standard at the meeting.

### **Paper Presentation Guidelines:**

Paper presentations are 12 minutes in length followed by 3 minutes of Q&A.

### **Equipment:**

LCD projectors, computers, screens, microphones, and podiums will be available in each session room. Experienced audio/visual technicians will be available to assist you at the AV Check in Desk. SBM Student Volunteers will be available immediately outside session room for the duration of the session to assist in troubleshooting any issues that may arise.

### **Speaker Arrival Time:**

Please be sure to arrive at your session room approximately 15-20 minutes prior to the start of your session.

### **Guidelines for PowerPoint Presentations:**

- Slides are useful if they contain only enough information to illustrate one major idea, are visible even from the last row of a large auditorium, and show something that can't be explained as well without a slide.
- Keep the layout simple, with plenty of open space.
- Use sans serif typeface such as Arial or Helvetica.
- Keep graphics simple.
- Use color for emphasis only; use colors consistently and sparingly.

### **Guidelines for bringing your PowerPoint presentation on PC disk/CD or USB Flash:**

- Use only Microsoft PowerPoint. Mac users must submit their presentations on a PC formatted disk.
- Be certain that your slides are formatted for electronic projection. To do-so, click "File" on the menu bar, then "Page Setup", slides sized for "Onscreen Show." You may need to resize the content of your PowerPoint presentation to fit the new screen format.
- When naming your file, use only Western alpha-numeric characters. Do not use characters that incorporate a dash, dot or backslash, etc. as part of the name (i.e. á or ü or / or \ or – or).
- Place all audio and video clips linked with the presentation into a single file folder. Video files should be AVI QuickTime or MPEG1, not MPEG2.
- If a presentation uses fonts other than the basic Windows fonts please copy these fonts in a folder along with the presentation. You will find these fonts located at C:\Windows\Fonts. (The fonts will have .tff as their file extension.)
- Bring all media on a CD or USB thumb drive.