

# SOCIETY *of* BEHAVIORAL MEDICINE

*Better Health Through Behavior Change*

## ORAL PRESENTATION GUIDELINES

31<sup>st</sup> Annual Meeting & Scientific Sessions ♦ April 7-10, 2010 ♦ Seattle, Washington

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### Preparing Your Presentation

SBM requires all speakers to:

- Prepare slides in Microsoft PowerPoint
- Be certain that slides are formatted for electronic projection. To do-so, click “File” on the menu bar, then “Page Setup”; size your slides for “Onscreen Show.”
- Name your file with 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.)

### *Style Guidelines*

- ✓ Each slide should illustrate one major idea; content should be clearly visible to everyone in the audience, including those in the back of the room.
- ✓ Keep the graphics and layout simple, with plenty of open space.
- ✓ Use san serif typeface such as Arial or Helvetica.
- ✓ Use color for emphasis only; use colors consistently.

### Dropping off Your Presentation

SBM requires all speakers to

- Bring presentations on a CD or USB Thumb Drive. Windows based computers running PowerPoint for Microsoft will be the meeting standard.
- Drop PowerPoint presentations at the AV Check in desk (adjacent to registration) no later than 4 hours before presentation start time. The AV Technicians will upload presentations and they WILL be ready by presentation time. Please do not plan on loading your presentation onto the laptop in the presentation room; doing so leads to delays.

### Presentation Arrival Time

- Please be sure to arrive at your session room approximately 15 minutes prior to the start of your session.
- Oral presentations are 15 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. Roaming AV technicians and SBM Student Volunteers will be available outside session rooms for the duration of the session to assist in troubleshooting any issues that may arise.

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To Speaker/Faculty:

It is expected that the content or format of CE activities and related materials will promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

Therefore, during your presentation, please adhere to the following three important points:

1. Continuing Education (CE) must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. Avoid the use of trade names if at all possible. If your continuing education educational material or content includes trade names, trade names from several companies should be used where available, not just trade names from a single company.
2. To ensure the best interests of the public, it is important to utilize and reference the best available evidence, when preparing your presentation.
3. No advertising is allowed on any slides or materials. Remove company names from slides and materials, for example, if they run along the bottom of a slide. Only direct references to the data being shown may run along the bottom of the slides.

Your presentation should also be compliant with the CE content validation statements, which are:

*(a)* All the recommendations involving clinical medicine in a CE activity are based on evidence that is accepted within the profession as adequate justification for their indications and contraindications in the care of patients.

*(b)* All scientific research referred to, reported or used in CE in support or justification of a patient care recommendation conforms to the generally accepted standards of experimental design, data collection and analysis.