

# **SSWR 2024 Annual Conference Instructions for Oral Presentations**

**Presentation Options for Paper Sessions, Symposia, Workshops, and Roundtables:** As long as there is at least one presenter/speaker presenting in Washington, DC, the presenter/speaker in Washington, DC, may set up their own Zoom or equivalent meeting and give access to virtual presenters/speakers. SSWR will provide enhanced WIFI to accommodate virtual presentations. AV technicians will be available, as needed, to assist in connections. Please note this option does **not** provide virtual audience participation. All presenters/speakers, in person or virtual are required to pay the in-person registration rate. Registration fees provide the funds for conference meeting space, AV technicians, WIFI, etc. to make virtual presentations possible.

## **Schedule**

When you arrive on site please check the printed program to confirm the schedule of your presentation session and the room assignment. Refer to the author index to check your presentation(s). Try to be in your presentation room 10 minutes prior to the starting time. You are expected to be present for the entire session.

## **AV Equipment**

LCD and overhead projectors are standard in each meeting room. **PRESENTERS MUST FURNISH THEIR OWN LAPTOPS OR PLAN TO SHARE WITH ANOTHER PRESENTER.** All other AV needs require advanced requests via email to Patty Couch at [sswr@travelink.com](mailto:sswr@travelink.com) (additional AV costs will be incurred by the presenter.)

## **Presentation Length**

Each session is 90 minutes in length. If you are presenting within an organized paper symposium, please ask the chair of your session for guidance on how long your presentation should be in relation to the total number of papers included in the symposium. Time should also be allotted for discussion. If you are presenting an individual paper included in a grouped oral paper session, which includes three papers, the presentation time is allocated equally among the three papers. Please also allow time for discussion.

## **Power Point Presentations**

Clarity of slides (Power Point) is vital for a successful scientific presentation. Following is a quick summary of the guidelines to make your slide presentation effective, successful, and enjoyable:

- Limit one idea per slide
- Use phrases rather than complete sentences.
- Use only six to seven words per line, totaling no more than 40 characters.
  - Use no more than 6 to 7 lines of printing per slide, with a blank line in between each, totally no more than 15 typewritten lines.
- Use at least an 18-point font size.
- Simplify graphics and do not over-reduce artwork.
- Use easy-to-read colors, such as white or yellow on a blue background.
- Double check your message: It should be easily grasped in 30 to 40 seconds.

## **Handouts**

We encourage authors to have materials available in the form of a handout, even if only a one-page abstract along with contact information to help participants follow up on presentations they heard at the meetings. Please make

arrangements to make and bring any such handouts (25-50 copies) or be prepared to respond to e-mail requests after the conference.