
GUIDELINES FOR PAPER PRESENTERS

These guidelines are provided for preparation and presentation of Papers at the 38th Annual ASRS Meeting.

GENERAL COMMENTS AND TIMING

Thank you in advance for presenting your work at the **38th Annual ASRS Meeting**. Presenters will be given the opportunity to provide a 6-minute PowerPoint or Keynote presentation with voice annotation (MP4 format required) that will be offered to attendees, and later the entire ASRS, via various communication channels. The presentation will be continually available to be viewed and cited as a vitally important part of the educational effort of the Annual Meeting. Additionally, your paper will be showcased during the virtual Annual Meeting symposia over the dates of July 24-26, 2020.

AUDIO-VISUAL GUIDELINES AND DEADLINES

Specifications for your virtual paper presentation are as follows:

- **Maximum length of presentation is 6 minutes.**
- Please build your presentation using the 16:9 (widescreen) format aspect ratio.
- **A financial disclosure slide must be included at the start of the presentation. You will be asked to revise and re-submit your recording if a financial disclosure is not included.**
- **Due Dates:**
 - **Due June 15:** your near final PowerPoint/Keynote for peer review (mandatory).
 - **Due June 25:** your completed MP4 file and final PowerPoint/Keynote. Both of these uploads are mandatory. *The moderators may use some of your content (e.g., images, charts, tables, and/or videos) in their slide decks for the virtual portion of the meeting in order to help stimulate discussion.*

Software Tips:

Tools available for recording and narrating your presentation via a screen recording application:

- Screenflow (Mac): <http://www.telestream.net/screen-flow/overview.htm>
- Snagit (Windows/Mac): <http://www.techsmith.com/snagit.html>
- Screencast-O-Matic (Windows/Mac): <https://screencast-o-matic.com/>
- Camstudio (Windows): <http://camstudio.org/>

Please let us remind you that in accordance with ACCME criteria and guidelines, **all** speakers are required to disclose relevant financial relationship(s) or to disclose no financial relationships exist. Speakers with no relevant financial relationships are required to state such as part of their presentation. Also, any off-label uses of drugs or devices mentioned in your presentation or listed on your audiovisual aids need to be disclosed. The disclosure of financial relationships, as well as off-label uses of drugs or devices must be made in an **opening** PowerPoint/ Keynote slide *prior* to your content slides **with adequate dwell time** on the slide, commensurate with the length of the text shown and with simultaneous verbal presentation of the first slide content. Speakers failing to follow this policy will not be allowed to participate.

Presenters at the 38th Annual ASRS Meeting have a fundamental responsibility to safeguard the rights and welfare of the people participating in their research activities. Studies involving human subjects require special protections, depending on the nature of the study, such as informed consent, IRB approval, and protection of confidentiality, unless waived. **Upon abstract submission, presenters were required to disclose whether or not data from human research is presented, including IRB status. This information will be published in the abstracts provided to all attendees.**