



GUIDELINES FOR PAPER ON DEMAND PRESENTERS

These guidelines are provided for preparation and presentation of Papers on Demand at the 37th Annual ASRS Meeting in Chicago, IL.

GENERAL COMMENTS AND TIMING

Thank you in advance for presenting your work as a paper on demand at the **37th Annual ASRS Meeting in Chicago**. Presenters in this category will be given the opportunity to provide a 10-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 including the society's online portals and on-site at viewing stations during the Annual Meeting as an "on-demand" feature. The presentation will not be done on the podium but rather will be continually available to be viewed and cited as a vitally important part of the educational effort of the Annual Meeting.

AUDIO-VISUAL GUIDELINES AND DEADLINES

Specifications for preparing your presentation:

- Your completed presentation must be received in **MP4 format** by **June 10**. Presentations that are not formatted as MP4s will not be accepted.
- Maximum length of presentation is 10 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 paper on demand if a financial disclosure is not included.**

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): <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 37th Annual ASRS Meeting in Chicago 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.**