



American College of Sports Medicine
Mid-Atlantic Chapter

Professional & Free Communication Sessions Podium Presentation Guidelines 2024

Overview:

All presenters are expected to give a 10-minute slide presentation on their research. Five minutes will be given at the end of the presentation for members of the audience to ask questions of the presenter.

Preparing for your presentation:

- If you are a student presenter, you are encouraged to work with your faculty advisor to ensure appropriate font size, layout, and graphics.
- **All presentations should be created in Standard fit (4:3) to ensure it is projected correctly on the screen**
- Check the program to determine when your presentation will take place.
- All presenters must bring a copy of their presentation file loaded onto a USB/flash drive to the speaker ready room prior to their scheduled presentation. Your file will be loaded onto the computers in the session room prior to your presentation.
 - The Speaker Ready Room will be in the Constitution Board Room (Level 2)
 - For the convenience of all speakers, the speaker ready room will be open during the following hours:
 - Thursday, October 31st 6:30 - 7:30 pm
 - Friday, November 1st 7:30 – 11 am; 12:30 – 3 pm
 - Saturday, November 2nd 8:00 – 10:00 am
 - **All presenters** are asked to bring their PowerPoint presentations on a USB/flash drive to the speaker ready room at their earliest convenience, but no later than 2 hours prior to the start of their session (e.g., before 11 am for a session that begins at 1 pm, regardless of when the speaker speaks during that session).
 - **Presenters in the Saturday 9:30 - 11:00 am session are strongly encouraged to bring their presentation to the speaker ready room on Thursday or Friday.**

- Please do not email a copy of your presentation prior to the conference
- Personal laptops cannot be used in the session rooms. All files must be loaded prior to your presentation in the speaker ready room. The computers in the session rooms will use Windows 10 and Microsoft PowerPoint 2010. Be sure to test your presentation on a Windows PC to ensure there are no issues.
- Please review your presentation in the speaker ready room to ensure all fonts, images, and graphics, audio/video clips appear as expected. If the presentation does not work correctly in the speaker ready room, it will not work correctly in the session room.

During Your Presentation:

- Please arrive to your session 10 minutes before your scheduled start time.
- Presentation etiquette dictates that all presenters in each session remain present before and after their presentations. Please do not leave the room before the session has concluded. During other presentations, please remain respectful and attentive.
- All presenters must check in with your session moderator upon arrival to the scheduled session. You will confirm that your file has been uploaded correctly
- AV Equipment available in presentation rooms include: Flat monitor and mouse, podium with microphone, laser pointer
- Once the presentation is launched, the presenter will control the program from the podium using a remote, computer mouse, or the up/down/right/left keys on a keyboard.

Please email [Chris Harnish, PhD \(Research Committee Chair\)](#), or [Steven Prior, PhD \(co-Chair\)](#) with any questions/concerns prior to your presentation.