

# **22<sup>nd</sup> Annual Alberta BME Conference 2021**

## **3 Minute Thesis (3MT) and Podium Presentation Information**



### **1. GUIDELINES FOR ALL PRESENTATIONS**

- Be creative!
- Make use of pictures, graphs, and tables where possible instead of lengthy text.
- Ensure slides are easy to read by making text large and with good contrast to the background. Poster text should be legible when standing a meter away.
- Ensure the important points (objectives, hypothesis, and relevance of work) are clear.
- Reduce the use of jargon, explain all acronyms, and provide enough detail without losing your audience.
- Be prepared to answer questions on the work you presented.
- Slides must be emailed to [abbmeconference@ucalgary.ca](mailto:abbmeconference@ucalgary.ca) in **PPT format** a week before the conference by **October 15 at 9:00 AM**. Posters do not need to be submitted but should be printed well before the conference – there are no printing facilities available in Banff.

### **2. IN PERSON PODIUM GUIDELINES**

- Podium presentations will be **no longer than 8 minutes followed by 2 minutes of questions**.
- Clearly state objectives, hypotheses, and relevance of work.
- Presentation time slots will be distributed closer to the meeting dates.
- All presentations **must** be in PowerPoint.
- Video and other media files should be locally stored in the presentation file – do not rely on the quality of an internet connection during the presentation
- A copy of the slides are to be emailed to [abbmeconference@ucalgary.ca](mailto:abbmeconference@ucalgary.ca) a week before the conference by **October 15 at 11:59 PM MST**.

### **3. IN PERSON THREE MINUTE THESIS (3MT) GUIDELINES**

- 3MT presentations will **be no longer than 3 minutes**.
- One static PowerPoint slide (ratio size of 16:9 in a horizontal format) is permitted which summarizes the content of the talk.
- No slide transitions, animations, or “movement” of any description is permitted.
- 3MT presentations will be during the welcome reception of the conference. Informal questions and conversation should be anticipated following the presentations.

#### 4. GUIDELINES FOR POSTERS

- **Posters cannot be presented in online format**
- Posters should be prepared and printed at 36” (3 feet) wide and 48” (4 feet) tall. Due to limitations on space, posters in the flipped “landscape” orientation are not permitted.
- Posters must include a title, list of all co-authors, and affiliated institutions. Poster boards and tacks will be provided. Please wait until after the conference if you would like to mount your poster on a rigid backing.
- Further details on poster numbers and locations will be provided closer to the conference date.

#### 5. ONLINE PODIUM PRESENTATIONS GUIDELINES

- Prepare your presentation as based on guidelines provided below for podium presentations.
- Check your audio-visual setup in advance – make sure that your camera and microphone are working.
- Prepare a recording of your presentation using PowerPoint:
  - Under the Recording tab, select Record Slide Show and use the red dot to begin recording.
  - Record your presentation using the guidelines below.
  - After you are done recording, cycle through the end of your presentation.
  - Use the Export to Video button in the Recording tab to save an MP4 file.
  - Verify that your recording audio, slide transitions, and general quality are acceptable.
- Send the .mp4 file of your recording to [abbmeconference@ucalgary.ca](mailto:abbmeconference@ucalgary.ca) a week before the conference by **October 15 at 11:59 PM MST** in addition to your slides. **Recordings will be presented to ensure audio-visual quality, but presenters are expected to be in attendance virtually to answer questions.**
- Additional information concerning online attendance will be made available after registration.

#### 6. ONLINE THREE MINUTE THESIS (3MT) GUIDELINES

- Prepare your presentation as based on guidelines provided below for in person 3MT presentations.
- Check your audio-visual setup in advance – make sure that your camera and microphone are working.
- One static PowerPoint slide (ratio size of 16:9 in a horizontal format) is permitted which summarizes the content of the talk.
- No slide transitions, animations, or “movement” of any description is permitted.
- Prepare a recording of your presentation using PowerPoint:
  - Under the Recording tab, select Record Slide Show and use the red dot to begin recording.
  - Record your presentation using the guidelines below.
  - After you are done recording, cycle through the end of your presentation.
  - Use the Export to Video button in the Recording tab to save an MP4 file.

- Verify that your recording audio, slide transitions, and general quality are acceptable.
- Send the .mp4 file of your recording to [abbmeconference@ucalgary.ca](mailto:abbmeconference@ucalgary.ca) a week before the conference by **October 15 at 11:59 PM MST** in addition to your one slide.
- 3MT presentations will be during the welcome reception of the conference. Due to technical difficulties, online presenters will not have an opportunity to participate in the information question period. However, they are encouraged to leave their emails on their slides for individuals to follow up.