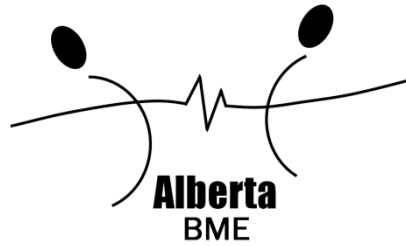


24th Annual Alberta BME Conference 2023

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.
- 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 in **PPT format** a week before the conference by **October 20 at 9:00 AM**.

2. GUIDELINES FOR ONLINE PRESENTATIONS

- Prepare your presentation as based on guidelines provided below for podium formats.
- Check your audio-visual setup in advance – make sure that your camera and microphone are working.
- Prepare a backup copy 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 backup to abbmeconference@ucalgary.ca a week before the conference by **October 20 at 9:00 AM** in addition to your slides. **Backup copies will only be used in the instance of unforeseen technical issues – presenters are expected to be in attendance virtually to present and answer questions.**
- Additional information concerning online attendance will be made available after registration.

3. 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.