# American Diabetes Association’s Scientific Sessions
## Oral Abstract Presenter Guidelines

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Overview
Congratulations on having your abstract selected for an Oral Abstract Presentation at the American Diabetes Association's 76th Scientific Sessions, June 10-14, 2016, in New Orleans, Louisiana. Your abstract will be presented at the meeting and published in the 76th Scientific Sessions Abstract Book, the June 2016 supplement to the journal *Diabetes*.

Information on the date and time of the Oral Abstract Session in which you will be presenting is included in your abstract notification e-mail. Your presentation has been allotted 15 minutes. You should plan for a 10-minute presentation, with the remaining 5 minutes reserved for questions from the audience.

Please review the following guidelines to ensure a successful oral abstract presentation.

Prior to the Meeting
Change of Presenting Author: If you are unable to attend the Scientific Sessions to present your research, it is your responsibility to assign a co-author and inform the ADA. To make a presenting author change, please e-mail abstracts@diabetes.org with the name and e-mail address of the new presenting author, along with the abstract presentation number. Please enter “Change of Presenting Author—Oral” in the subject line of the e-mail.

Uploading Presentation Slides
In early-May, oral abstract presenters will receive an e-mail with instructions to upload their presentations through the Association’s Presentation Management System website. Although the site will remain open for the duration of the meeting, we strongly recommend you upload your presentation in advance.

Arriving at the Convention Center
Oral abstract presenters must first visit General Registration to receive your meeting badge and materials. Once you have received your materials, proceed to the Speaker Ready Room (Room 229) to sit for a photo, upload/view your presentation, and receive any last-minute administrative details from ADA staff.

Speaker Ready Room
All oral abstract presenters must visit the Speaker Ready Room (Room 229) 24 hours before their presentation begins. However, if this is not possible, presenters must go to the Speaker Ready Room at least 2 hours in advance to review and approve their presentation. It is imperative that you visit the Speaker Ready Room regardless of whether or not you uploaded your presentation in advance.

The presentation can be brought to the Speaker Ready Room in any of the following formats: CD-ROM or USB thumb drive.

The Speaker Ready Room will be equipped with computers configured with identical hardware and software as those in the session rooms. This will allow you to preview your presentation (the same way it will project when you present), identify problems, and make necessary updates prior to your scheduled presentation date and time. Technicians will be available to assist you with any compatibility or formatting issues if needed.

Once you have viewed your presentation and made any updates, your presentation will be uploaded to a secure, central server and sent electronically to the meeting room in which you are presenting. *All presentations must be uploaded into the Presentation Management System.*
Denise O’Brien, Manager, Professional Education, will be your onsite contact and will be in the Speaker Ready Room beginning Thursday, June 9 at noon. If you experience any problems or have any concerns, please contact Denise via e-mail at dobrien@diabetes.org.

The Speaker Ready Room will be staffed and accessible on the following dates/times.

<table>
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<th>Speaker Ready Room Hours</th>
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<tr>
<td>Thursday, June 9</td>
<td>Noon - 7:00 p.m.</td>
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<tr>
<td>Friday, June 10</td>
<td>9:00 a.m. - 6:30 p.m.</td>
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<tr>
<td>Saturday, June 11</td>
<td>6:30 a.m. - 6:30 p.m.</td>
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<tr>
<td>Sunday, June 12</td>
<td>6:30 a.m. - 6:30 p.m.</td>
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<tr>
<td>Monday, June 13</td>
<td>6:30 a.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Tuesday, June 14</td>
<td>6:30 a.m. - 11:30 a.m.</td>
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**Developing Presentation Slides**

Please keep in mind the following when developing your presentation slides.

- Commercial logos and marketing messages are prohibited.
- Make slides as simple as possible with regard to the amount of information presented and the level of fanciness.
- No more than 7 lines per slide.
- List the main point on each bullet, then expand on it verbally.
- A good rule of thumb to aim for is one slide per minute.
- Minimize movement and audio if it detracts from your message.
- Don’t include material you won’t discuss.

**Presentation Slide Design**

- Design your presentation slides such that they are visible from the back of the room and readily comprehensible.
- The LCD projectors used in session rooms have a limited range of colors—avoid red or dark green on blue, and avoid yellow on white.
- Presentations will be projected with a resolution of 1024 x 768 pixels in 4:3 format.
- Enhance the legibility of text and diagrams by maintaining color and intensity contrast.
- Use white or light yellow text and lines on black or dark blue backgrounds, and use darker colors on white or light backgrounds.
- Only single projection will be available in session rooms.
- Use standard fonts, such as Times, Helvetica, or Arial.
- A font size of **32 is ideal**.
- A font size of **28 is also easy to see**.
- A font size of **24 is acceptable**.
- Anything smaller will be difficult to see from the back of a large room.
Disclosure/Non-Disclosure Slide
To remain in compliance with accrediting board requirements, all oral abstract presenters must include a slide which lists their disclosures or a slide which indicates there are no relationships that require disclosure (see below). The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgments. To comply with this policy, the first slide following the title slide of your presentation must list your name and disclosures.

To give the audience time to review your disclosures, please allow the slide to stay up on the screen for a minimum of 6 seconds before you begin your presentation.

Sample slide for oral abstract presenters with disclosures.

![Sample slide for oral abstract presenters with disclosures.](image)

Sample slide for oral abstract presenters without disclosures.

![Sample slide for oral abstract presenters without disclosures.](image)
Photography Prohibited Slide
In addition to the disclosure slides, we ask that you include a “Photography Prohibited Slide” to follow your disclosure slide. The ADA prohibits photography in session rooms and will try to prevent photographs being taken during the session.

Accreditation Requirements
As an accredited activity, the ADA must ensure that all content is free of commercial bias and influence. Please note the following standards according to the Accreditation Council for Continuing Medical Education and ensure that your presentation is in compliance:

- Educational materials that are part of a CME activity, such as slides, abstracts, and handouts cannot contain any advertising, trade name or product-group message.
- When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. In addition, should your presentation include discussion of any unlabeled or investigational use of commercial product, you are required to disclose this at the time of presentation.

Arriving at Your Session Room
- Please arrive at your designated session room 10 minutes prior to the start of the session.
- ADA will have program assistants (“Red Shirts”) assigned to each room. Please check in with your Red Shirt at the front of the room to let them know you have arrived. Red Shirts will give you a brief “refresher” on the use of the AV equipment. Red Shirts will also have radio contact with the Speaker Ready Room and AV technicians if assistance is needed.
- All sessions will have a session chair. Before the start of the session, the Red Shirt assigned to your room will introduce you to the session chair. Session chairs will introduce each speaker, announce any “housekeeping” items, help keep you on time with your presentation, and facilitate questions from the audience.
**Session Room Equipment**
Each session room is equipped with the following (depending on room size):

- 1 Standing lectern with microphone.
- 1 Confidence monitor.
- 1 Hard-wired lavaliere microphone.
- 1-2 Projection screen(s).
- 1-2 LCD projector(s).
- 1-2 Moderator microphone(s).
- 2-4 Audience microphones.
- 1 Speaker timer.

**Delivering Your Presentation**
We realize that not everyone is comfortable speaking in front of an audience, especially when the audience is a group of your peers. Below are some helpful tips to assist you in a successful oral abstract presentation.

- Adjust the microphone (if needed) before giving your presentation.
- Do not handle the microphone while speaking.
- Speak directly into the microphone using an adequate speaking level.
- Articulate every word.
- Don’t speak with too many words in one breath.
- Have water available (water will be available at the podium).

**Presentation Language**
All presentations are in English. If you require assistance in understanding or answering questions in English, please arrange to have a member of your research team assist you.

**Fielding Audience Questions**
An important part of each educational session is the opportunity for questions and discussion. Time has been built in to each session to allow this type of interaction between presenters and the audience.

**On-Site Media Requests**
Oral abstract presenters are urged to check their voice mail and hotel messages daily for messages from the media, and to contact the News Room immediately if they receive an interview request. ADA News Room staff will arrange for all interviews and news conferences pertaining to the Scientific Sessions. All questions regarding interviews and/or News Room operations should be directed to Michelle Kirkwood, Director, Communications & Media Relations, Strategic Marketing at MKirkwood@diabetes.org.
Abstract Embargo Policy
Members of the media, companies, institutions, organizations, universities, investment advisors, and all other companies and individuals are required to abide by the embargo policy governing the American Diabetes Association’s 76th Scientific Sessions.

An embargo means that information from any abstract or presentation may not be announced, publicized, or distributed before the imposed embargo date and time. This policy applies to all formats of release, including the Scientific Sessions online itinerary planner, app, Abstracts on USB, hard copy Diabetes® Abstract Book, online via the Association’s website, and other presentations.

The purpose of the embargo policy is to protect the novelty and integrity of the abstract submissions presented at the Association’s Scientific Sessions. This policy recognizes that all submissions are to be considered as preliminary until the time of presentation or authorized release.

Specific Embargo Dates and Times:

**Oral Presentations:**
Abstracts selected for oral presentation are embargoed from the time of submission until the time of presentation.

**Poster Presentations:**
Abstracts selected for poster presentation are embargoed from the time of submission until 10:00 a.m. Central Time, Saturday, June 11, 2016.

**Published Only:**
Abstracts selected for published only are embargoed from the time of submission until 10:00 a.m. Central Time, Saturday, June 11, 2016.

Abstracts in violation of the Association’s embargo policy will be withdrawn from the Scientific Sessions.

Abstract Availability
Embargoed text of abstracts will be made available online one week prior to the meeting on Friday, June 3, 2016. Prior to this date and time, only abstract titles will be available online. **Note:** The abstract embargo still applies, however these abstracts are made available to attendees to assist in creating their itineraries for the meeting.

Contact the ADA
If you have any questions regarding your oral abstract presentation, contact the American Diabetes Association at abstracts@diabetes.org.