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

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>Page 2</td>
</tr>
<tr>
<td>Prior to the Meeting</td>
<td>Page 2</td>
</tr>
<tr>
<td>Uploading Presentation Slides</td>
<td>Page 2</td>
</tr>
<tr>
<td>Arriving at the Convention Center</td>
<td>Page 2</td>
</tr>
<tr>
<td>Speaker Ready Room (Room W205)</td>
<td>Pages 2-3</td>
</tr>
<tr>
<td>Developing Presentation Slides</td>
<td>Page 3</td>
</tr>
<tr>
<td>Presentation Slide Design</td>
<td>Page 3</td>
</tr>
<tr>
<td>Accreditation Requirements</td>
<td>Page 4</td>
</tr>
<tr>
<td>Disclosure/Non-Disclosure Slide</td>
<td>Pages 4-5</td>
</tr>
<tr>
<td>Arriving at Your Session Room</td>
<td>Page 5</td>
</tr>
<tr>
<td>Session Room Equipment</td>
<td>Page 5</td>
</tr>
<tr>
<td>Delivering Your Presentation</td>
<td>Page 6</td>
</tr>
<tr>
<td>Presentation Language</td>
<td>Page 6</td>
</tr>
<tr>
<td>Fielding Audience Questions</td>
<td>Page 6</td>
</tr>
<tr>
<td>On-Site Media Requests</td>
<td>Page 6</td>
</tr>
<tr>
<td>Abstract Embargo Policy</td>
<td>Pages 6-7</td>
</tr>
<tr>
<td>Contact the ADA</td>
<td>Page 7</td>
</tr>
</tbody>
</table>
Overview
Congratulations on having your abstract selected for an oral presentation at the American Diabetes Association's 78th Scientific Sessions, June 22-26, 2018 in Orlando, Florida. Your abstract will be presented at the meeting and published in the 78th Scientific Sessions Abstract Book, the July 2018 supplement to the journal *Diabetes*®.

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. The presenter must be a co-author listed on the abstract at the time of submission. 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 mid-May, you will receive an e-mail with instructions to upload your presentation 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 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 W205) to sit for a photo, upload/view your presentation, and receive any last-minute administrative details from ADA staff.

Speaker Ready Room (Room W205)
All oral abstract presenters must visit the Speaker Ready Room at least 2-hours in advance of their presentation to review and approve their presentation, regardless of whether or not the presentation was uploaded in advance. If you did not upload your presentation in advance, your presentation can be brought to the Speaker Ready Room on one 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, Senior Manager, Professional Education, will be your onsite contact and will be in the Speaker Ready Room beginning Thursday, June 21 at 12:00 p.m. 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>
<thead>
<tr>
<th>Speaker Ready Room Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 21</td>
</tr>
<tr>
<td>12:00 p.m. - 7:00 p.m.</td>
</tr>
<tr>
<td>Friday, June 22</td>
</tr>
<tr>
<td>8:00 a.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Saturday, June 23</td>
</tr>
<tr>
<td>6:30 a.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Sunday, June 24</td>
</tr>
<tr>
<td>6:30 a.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Monday, June 25</td>
</tr>
<tr>
<td>6:30 a.m. - 6:30 p.m.</td>
</tr>
<tr>
<td>Tuesday, June 26</td>
</tr>
<tr>
<td>6:30 a.m. - 11:30 a.m.</td>
</tr>
</tbody>
</table>

**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.
- Do not include material you will not 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 in 16:9 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.
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 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.

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.

<table>
<thead>
<tr>
<th>PRESENTER DISCLOSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name of Presenter]</td>
</tr>
<tr>
<td>[Type of Support – Categories [Example shown below]</td>
</tr>
</tbody>
</table>

Advisory Panel:
Board Member:
Consultant:
Employee:
Research Support: GlaxoSmithKline
Speaker’s Bureau:
Stock/Shareholder:
Other:
**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 the 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):

- Standing lectern with microphone.
- Confidence monitor.
- Hard-wired lavaliere microphone.
- Projection screen(s).
- LCD projector(s).
- Moderator microphone(s).
- Audience microphones.
- 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.
- Do not 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 ADA Press Office immediately if they receive an interview request. ADA Press Office staff will arrange for all interviews and news conferences pertaining to the Scientific Sessions. All questions regarding interviews and/or ADA Press Office operations should be directed to Michelle Kirkwood, Senior Director, Strategic Communications and Media Relations, in the Press Office (Room W109B).

Abstract Embargo Policy
All meeting attendees, members of the media, companies, institutions, organizations, universities, investment advisors, and all other individuals are required to abide by the embargo policy governing the American Diabetes Association’s (ADA’s) 78th Scientific Sessions.

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

The purpose of the embargo policy is to protect the scientific integrity of the abstract submissions presented at the ADA’s Scientific Sessions. All submissions are to be considered preliminary until the time of presentation or authorized for public release. Violation of the embargo policy by release of information contained in any abstract prior to its embargoed date and time will result in the individual, as well as the employer/affiliated company, institution, organization, etc., being removed from ADA’s 78th Scientific Sessions, with a two-year ban on returning.

Prior Publication:
If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by the ADA’s embargo policy. If publication occurs online or
in print before the specific embargo date and time set by the ADA, the abstract must be withdrawn. Please notify the ADA via e-mail at abstracts@diabetes.org and press@diabetes.org.

**Specific Embargo Dates and Times:**
Abstracts included in the ADA’s official 78th Scientific Sessions Press Program are embargoed from the time of submission until the conclusion of the News Briefing in which the research is presented. Authors will be notified directly if their study has been selected for presentation in an ADA News Briefing and the specific embargo details for their study will be provided. Please contact the ADA Press Office if you have any questions at press@diabetes.org.

**Oral Presentations:**
Abstracts presented in an Oral Session on Friday, June 22, 2018 are embargoed from the time of submission until Friday, June 22, 2018 at 11:30 a.m. ET.

Abstracts presented in an Oral Session on Saturday, June 23, 2018 are embargoed from the time of submission until Saturday, June 23, 2018 at 8:00 a.m. ET.

Abstracts presented in an Oral Session on Sunday, June 24, 2018 are embargoed from the time of submission until Sunday, June 24, 2018 at 8:00 a.m. ET.

Abstracts presented in an Oral Session on Monday, June 25, 2018 are embargoed from the time of submission until Monday, June 25, 2018 at 8:00 a.m. ET.

**Poster Presentations:**
Abstracts selected for poster presentation are embargoed from the time of submission until Saturday, June 23, 2018 at 10:00 a.m. ET.

**Published Only:**
Abstracts selected for Published Only are embargoed from the time of submission until Friday, June 22, 2018 at 11:30 a.m. ET.

The ADA reserves the right to adjust the embargo and media policies as needed. Please contact the ADA Press Office for more information at press@diabetes.org.

**Abstract Availability:**
Embargoed text of abstracts will be made available online on Tuesday, June 19 at 5:00 p.m. ET. **Note:** The abstract embargo still applies; however, 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.