American Diabetes Association Virtual Scientific Sessions
Oral Abstract Presentation Guidelines

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Overview

Congratulations on having your abstract selected for an oral presentation at the American Diabetes Association’s Virtual 81st Scientific Sessions. Your oral presentation will be presented during the virtual meeting and published online on the journal Diabetes® website.

Your presentation has been allotted 15 minutes.

All presentations will be captured in advance of the meeting and presented in a “simulated live” format. You will be notified by ADA Staff when you will be able to have your presentation captured. We ask that you make yourself available on the date and time of your session for a live chat function as the session is being presented. As an oral presenter you will be given access to your session so that you can participate. Additional communications will be sent to you as they become available. If you plan to participate in the entire Scientific Sessions, you will need to register for the meeting and pay the meeting registration fee.

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

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.
- 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 readily comprehensible.
- Presentations will be projected in a 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.
- 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.

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 (ACCME) 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 speakers 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 speakers without disclosures.**

```
Presenter Disclosure

[Name of Presenter]

Disclosed no conflict of interest.
```
Sample slide for speakers with disclosures.

<table>
<thead>
<tr>
<th>Presenter Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name of Presenter]</td>
</tr>
</tbody>
</table>

Type of support–Categories [Examples shown below]

Advisory Panel:
Board Member:
Consultant:
Employee:
Other:
Research Support:
Stock/Shareholder:

Photography/Social Media Policy

- **Photography:** Allowing photographs of presentation slides at the Scientific Sessions is at the discretion of the presenter/study author. Each presenter/study author will announce, verbally and visually on a slide at the beginning of their presentation, whether or not he/she approves of photos being taken of his/her slides. If allowed, attendees may take photographs during presentations provided that the photographs are for personal, non-commercial use and are not for publication or rebroadcast without the express written permission of the author.

- **Social Media:** The ADA encourages the use of social media, when following the above photo policy and within embargo restrictions, to update followers on the latest news coming from the Scientific Sessions.

To engage on social media be sure to use the official meeting hashtag, #ADA2021, in all of your posts. You can also follow these channels for meeting updates:

- Twitter: @ADA_DiabetesPro and @AmDiabetesAssn
- Facebook: @DiabetesPro and @AmericanDiabetesAssociation
- Instagram: @AmDiabetesAssn

Below are some options to assist you when presenting your slides. The first option is for presenters who do not approve of photos being taken of their presentation. Please show this slide at the beginning of your presentation.
Sample Photography Prohibited slide.

PHOTOGRAPHY PROHIBITED

PLEASE DO NOT take photos of this presentation.

Another option is to copy and paste the no photography image below on any or all of your presentation slides that you do not want photos taken of. If our media personnel see a slide posted on any social media site with this icon, they will contact the individual who posted it and ask them to remove it.
The following option is for speakers who approve of photos being taken of their presentation. Please show this slide at the beginning of your presentation.

Sample Photography Allowed slide.

Delivering Your Presentation

- ADA recommends using language that is neutral, nonjudgmental, and free from stigma when referring to the person with diabetes. For example, referring to the person with diabetes as a person with diabetes, not as a diabetic as this may be interpreted as negative, blaming, or fault finding.
- 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.

Presentation Language

All presentations are in English.

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) 81st 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, abstracts published on the journal Diabetes® 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 81st Scientific Sessions, with a two-year ban on returning.

**Prior Publication:**
If the abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by the Association’s embargo policy. If publication occurs online or in print before the specific embargo date and time set by the Association, the abstract must be withdrawn. Please notify the Association via email at abstracts@diabetes.org. Failure to notify the Association of publication will result in a moratorium on the submission of abstracts for all authors in question for two years.

**Specific Embargo Dates and Times:**

* **Oral Presentations:**
Abstracts selected for oral presentation are embargoed from the time of submission until conclusion of the presentation at the 81st Scientific Sessions. The ADA reserves the right to adjust the embargo as needed.

* **Poster Presentations:**
Abstracts selected for poster presentation are embargoed from the time of submission until Friday, June 25, 2021 at 11:30 AM ET.

**Published Only:**
Abstracts selected for Published Only are embargoed from the time of submission until Friday, June 25, 2021 at 11:30 AM ET.

*Abstracts included in the ADA’s official 81st Scientific Sessions Press Program are embargoed from the time of submission until conclusion of the News Briefing in which the research is presented or until conclusion of the presentation at the 81st Scientific Sessions, whichever is first. 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.

**Abstract Availability:** Embargoed text of abstracts will be made available online on Tuesday, June 22, 2021. **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 presentation, contact the American Diabetes Association at abstracts@diabetes.org.