American Diabetes Association Scientific Sessions
Invited Speaker and Oral Presenter Guidelines

Table of Contents

Session Formats..........................................................................................................................Page 2
Uploading Presentation Slides......................................................................................................Page 3
Arriving at the Convention Center..............................................................................................Page 3
Speaker Ready Room................................................................................................................Pages 3-4
Developing Presentation Slides..................................................................................................Page 4
Presentation Slide Design..........................................................................................................Pages 4-5
Accreditation Requirements.......................................................................................................Page 5
Disclosure/Non-Disclosure Slide...............................................................................................Page 5-6
Photography Prohibited Slide..................................................................................................Page 7
Arriving at Your Session Room.................................................................................................Page 7
Session Room Equipment..........................................................................................................Page 8
Delivering Your Presentation.....................................................................................................Page 8
Presentation Language..............................................................................................................Page 8
Fielding Audience Questions..................................................................................................Page 8
On-Site Media Requests...........................................................................................................Page 8
Session Formats
The Scientific Sessions consists of the following types of sessions. All sessions are two hours in length unless otherwise noted.

- **Symposium**
  A Symposium includes three to five presentations. One popular format is two "basic" lectures and two "clinical" lectures on the same subject. Another format is an overview lecture on a given topic, followed by three to four lectures, each focusing on a specific aspect of the research.

- **Current Issues**
  Current Issues normally consist of two presenters, each of whom will speak on the same issue. The presentations within these sessions could be related to a controversy where each speaker will take a side or complementary viewpoints.

- **Case Studies**
  Case Studies normally consist of two to four speakers each presenting a case study. Each study is a record of clinical experiences, observing both classic and rare issues that confront the practitioner. Presenters will pose questions to the audience to show how the complexities of real-life situations influence practice decisions.

- **Oral Presentations**
  Oral Presentations are grouped by topic or theme and include up to eight presentations. They provide attendees with the most up-to-date basic science and clinical research data in the field of diabetes. Each presentation is 10-minutes in length followed by a 5-minute question and answer period.

- **Oral Presentations with a State-of-the-Art Lecture**
  Oral Presentations with a State-of-the-Art Lecture include up to six presentations. Each presentation is 10-minutes in length with a 5-minute question and answer period. The State-of-the-Art Lecturer is a well-known researcher who focuses on his/her current research with a 30-minute presentation to set the stage for the six presentations that follow.

- **Mini-Symposium**
  A Mini-Symposium is **60-minutes** and normally consists of two speakers, each giving a 20-minute presentation, followed by 20-minutes of questions and discussion with the audience. Although the format for this type of session may vary, the most popular formats are Symposium, Current Issues, or Case Studies.

- **Professional Interest Group Sessions**
  Professional Interest Group Sessions are **60-minute**, hot-topic discussion sessions hosted by ADA Professional Interest Groups on the latest research and care specific to the specialty.
Uploading Presentation Slides
In early-May, invited speakers and oral 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
Invited Speakers need to proceed directly to the Speaker Ready Room (Room 11) to receive your meeting badge and materials, sit for a photo, upload/view your presentation, and receive any last-minute administrative details from ADA staff.

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 11), to sit for a photo, upload/view your presentation, and receive any last-minute administrative details from ADA staff.

Speaker Ready Room (Room 11)
All speakers (Invited Speakers and Oral 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, or make necessary updates prior to your scheduled presentation. 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 8 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>
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<tr>
<td>Thursday, June 8</td>
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<tr>
<td>12:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>Friday, June 9</td>
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<td>9:00 a.m. - 6:30 p.m.</td>
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<td>Saturday, June 10</td>
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<td>6:30 a.m. - 6:30 p.m.</td>
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<td>Sunday, June 11</td>
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<td>6:30 a.m. - 6:30 p.m.</td>
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<td>Monday, June 12</td>
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<td>6:30 a.m. - 6:30 p.m.</td>
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<td>Tuesday, June 13</td>
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<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 **1024x768 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 \textbf{32 is ideal}.
- A font size of \textbf{28 is also easy to see}.
- A font size of \textbf{24 is acceptable}.
- Anything smaller will be difficult to see from the back of a large room.

\textbf{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.

\textbf{Disclosure/Non-Disclosure Slide}

To remain in compliance with accrediting board requirements, all speakers \textbf{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, \textbf{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 \textit{6-seconds} before you begin your presentation.
Sample slide for speakers with disclosures.

**PRESENTER DISCLOSURE**

[Name of Presenter]

Type of Support – Categories [Example shown below]

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

Sample slide for speakers without disclosures.

**PRESENTER DISCLOSURE**

[Name of Presenter]

Disclosed no conflict of interest.
Photography Prohibited Slide
We also ask that you provide 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.

Arriving at Your Session Room
- Please arrive at your designated session room at least 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):

- Standing lectern with microphone.
- Confidence monitor.
- Hard-wired lavaliere microphone.
- Projection screen(s).
- LCD projector(s).
- Moderator microphones.
- 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 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 for speakers).

**Presentation Language**
All presentations are in English. If you require assistance in understanding of 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**
Speakers 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, Strategic Communications and Media Relations, in the News Room, Room 15.