Oral Abstract Presentation Guidelines

The 14th ACN will include oral abstract presentation sessions, creating opportunities for young scholars to showcase their research findings. The oral sessions will be held in designated session rooms during the lunch break and in the evening on September 16th and 17th, 2023. If your abstract was selected for a oral presentation, details about the date, time, and location will be emailed in August.

PowerPoint Slides Preparation Guidelines:

- **Timing :** Please allocate up to **8 minutes** for your presentation. Please shorten your presentation as needed to allow for a question and answer period. Overtime will not be allowed.
- **Formatting:** Slides will be projected on the screen in a **16:9** format ratio; however, screens can accommodate a 4:3 format as well. Use standard fonts, such as Arial, Times or Helvetica. A font size of 32 is ideal; a font size of 28 is easy to see; a font size below 20 may be difficult to see.
- **Content Slides: S**lides should include the background/aim of your study, methods, results, conclusions, references, as well as other information of interest (e.g., future research directions). We recommend 6 content slides for optimal time allocation.
- **Disclosure Slide:** A disclosure slide is required for all speakers to list study funding sources and relevant personal financial relationships with commercial entities. If you have no funding sources or relationships to disclose, your slide should read "no conflicts to disclose." 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.
- **Slide Submission:** Please submit your slide in PPT/PDF format to the presentation management portal in your personal account system **by August 28th, 2023**. If there are any changes to your presentation after you have uploaded your slides, please bring them on a portable drive to the Speaker Ready Room within 24 hours prior to your scheduled session.
- **Preparation and Rehearsal:** All speakers are encouraged to visit the Speaker Ready Room at least 4 hours in advance of their presentation to review and approve their presentation. Use this time to review your slides, ensure all multimedia elements are functioning properly, and familiarize yourself with the setup and equipment. Once you

have reviewed your presentation, it will be sent electronically to the meeting room in which you are presenting. **Please arrive for your designated oral session at least 10 minutes prior to the start of the session.**

SPEAKER READY ROOM HOURS ROOM 102, TIANFU INTERNATIONAL CONVENTION CENTER	
Thursday, Sep 14	10:00 AM - 9:00 PM
Friday, Sep 15	8:00 AM - 8:00 PM
Saturday, Sep 16	8:00 AM - 8:00 PM
Sunday, Sep 17	8:00 AM - 5:30 PM

Tips for Presenting:
- **Be concise and focused**: Given the limited time allocated for the oral presentation, it is recommended to get straight to the heart of your content. Keep your presentation short and concise, highlighting the essentials of your research.
- **Use people-first language**: We encourage presenters to use people-first language when referring to individuals. This means describing individuals as people with a medical condition rather than focusing on their diseases or disabilities. This promotes inclusivity and respect.
- **Speak clearly and steadily**: While the allocated time is short, it is important to maintain clarity in your speech. Avoid rushing through your presentation and ensure that your words are understandable to the audience.
- **Engage your audience**: If possible, try to actively engage your audience during your presentation. This could include asking thought-provoking questions, sharing relevant anecdotes, or using visual aids to enhance understanding and interest.