NATA RESEARCH & EDUCATION FOUNDATION
Free Communication Program Guidelines & Recommendations

Rapid Fire Oral Presentations

The NATA Research and Education Foundation will not allow any presentation, or distribution of any material containing information that may be interpreted as an attempt to promote or sell any specific company, product or service.

Rapid Fire Presentation Preparation

Your presentation is assigned a ==*7-minute time slot – this allows for 5-6 minutes of presentation*== and then 1-2 minutes for audience questions. The following are some guidelines to consider as you are preparing for your presentation:

- Your presentation should provide a succinct and well-balanced review of your study background/purpose, design/methods, results/findings and conclusions/implications of your research. It is strongly encouraged that the conclusion slide include a clinical take-home message.
- All presentations must include a slide stating any disclosures, conflicts of interest or external funding sources. If there are no disclosures, then please indicate on this slide that "The authors have no conflicts of interest to report."
- Practice delivery of your 5-6 minute presentation in order to insure correct timing. Speaking too rapidly or reading your presentation slides can lessen the impact of your presentation.
- Avoid "busy" slides that have a lot of wording. Make use of images, graphics, videos and other forms of media to demonstrate and explain important aspects of your study.

Upload Your Rapid Fire Oral Presentation Slides in the Speaker Ready Room

At least two hours prior to your presentation, presenting authors should go to the speaker ready room in the convention center to upload your presentation. Please review all slides to make sure your presentation plays correctly, graphics appear as intended and videos play as expected. Support personnel will be available in the speaker ready room to help you upload your presentation.

Deliver Your Rapid Fire Oral Presentation

Report to the room where your oral presentation is scheduled **at least** 15 minutes prior to the beginning of the <u>overall session</u>. This information is provided in your acceptance letter

and information is also posted in the Convention App. Introduce yourself to the moderator(s) (the moderators name can be found in the App) appointed for your session.
Please sit in the front row prior at the beginning of the session, and come forward to the stage while the moderator is introducing your presentation.

After your 5-6 minute presentation, the moderator and audience members will have the chance to ask you questions. It is important that your presentation allows time for questions. Please rehearse your 5-6 minute presentation timing to allow for questions. The moderator(s) will lead the panel discussion, encouraging questions from the audience to facilitate a group discussion about the specific topic area of that session.

If time permits in your session, the moderator(s) will invite the presenting authors as a group, to the front of the room and serve as a panel for a brief group discussion. The moderator(s) will again lead the panel discussion, encouraging questions from the audience to facilitate a group discussion about the specific topic area of that session.

If you have questions about your presentation, please email Velma Meza at velmam@nata.org.

No-Show Policy

If an abstract presentation, regardless of format (oral or poster), is missed with no notification to the NATA Foundation (i.e., "no show") all authors listed on that abstract will be prohibited from presenting at a Free Communications program at the next annual meeting. All authors may submit a written appeal of extenuating circumstances that will be considered by the Free Communication Chair and/ or Committee. Appeals must be received on or before the date that the subsequent Call for Abstracts period opens. Authors with multiple "no show" offenses may be indefinitely prohibited at the discretion of the Free Communication Committee, Research Committee and Foundation Leadership. This policy applies to all presentation types and all author/co-author classifications (faculty, student, staff, etc.).

If you are unable to attend your presentation, please notify Velma Meza (velmam@nata.org) as soon as possible.