

NATA RESEARCH & EDUCATION FOUNDATION
Free Communication Program Guidelines & Recommendations

“Rapid Fire” Presentations

Rapid Fire Presentation Preparation

Rapid Fire presentation sessions allow for a succinct overview of research findings. Each Rapid Fire session is scheduled to allow 5 minute individual presentations with use of visual media (maximum 6 PowerPoint slides), including one slide to acknowledge disclosures/conflict of interest or funding sources.

The following are some guidelines to consider as you prepare your presentation:

- Your presentation should provide a succinct overview of what how your study was conducted and what was found (ie a brief review of your study methods and results). This should include a slide describing your 1) disclosures/conflict of interest, 2) purpose, 3) methods, 4) results and 5) conclusion/implications. It is encouraged that the conclusion slide should include a clinical take-home message.
- All presentations should 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 not conflicts of interest to report”.
- Practice delivery of your presentation to ensure correct timing. Speaking too rapidly or reading your presentation slides can lessen the impact of your presentation. The intention of a rapid fire session is to provide overview of important research findings in a very specific topic area. The intention is not to speak rapidly, but to speak succinctly.
- 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 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 Presentation

Report to the room where your oral presentation is scheduled **at least** 15 minutes prior to the beginning of the overall session. This information is provided in your acceptance letter and can be located in the convention app. Introduce yourself to the moderator(s) (the moderator(s) name can be found in the Convention App) appointed for your session and make sure your presentation is loaded on the computer in that room by asking the multimedia technician in the room. 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.

First, the moderator will provide a very brief introduction to the session topic. This is done so the abstract presenters can focus on methods, findings and implications during their presentations.

After all the rapid fire presentations are complete, the presenting authors will all return to the front of the room and serve as a panel for a group discussion. The moderator will lead the panel discussion, encouraging questions from the audience to facilitate a group discussion about the specific topic area of that session.

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.

NOTE: 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.

If you have questions about your presentation, please speak with NATA Foundation staff at the Foundation booth in the Exhibit Hall.