



Oral Abstract Presenter Checklist

What is an Oral Abstract Presentation?

An **Oral Abstract Presentation** is an abstract selected by the Convener or Program Committee member to be presented in a symposium at ASM Microbe. Symposia are 2-hours with one convener, two invited speakers, and 3 - 4 oral abstract presentations. Oral Abstract Presentations are 10 minutes in length, leaving 5 minutes for Q&A. If time allows, there will be another Q&A session at the end of the session for all presenters. The date, time, and location of your presentation has already been sent to you. This information is also available in your [presenter portal](#).

Oral Abstract Presenters must register to attend ASM Microbe 2024 to participate in the symposium!

NOTE: Abstracts are subject to withdrawal if the presenting author does not register by April 1. The email address used for registration must match the address used for the abstract and ASM account.

How to Format Your Presentation:

- ✓ Include no more than 10 short slides (1 per minute)
- ✓ Summarize your slides in 10 minutes
- ✓ Allow for 5 minutes of questions from the audience
- ✓ All scientific presentations are 16x9, High Definition. Acceptable formats are PowerPoint or PDF.
 - Presentations will be uploaded via Projection, the ASM Microbe official Presentation Management System vendor. Two opportunities for training will be available in May, the training will be recorded and posted to the presenter tasks portal for reference.
 - The ASM Microbe branded PowerPoint template is available in the [presenter portal](#) in Oasis.
 - **Important note:** *To protect the integrity of the abovementioned presentation management system, **personal laptops will not be permitted** for presentations at the meeting. If you have questions, please contact ASM Staff.*

Audio-Visual Set-up for Oral Abstracts

Oral abstracts take place in symposia scheduled in meeting rooms. The meeting rooms are equipped with a screen, laptop with the presentation management system, handheld mic and small podium. Presenters must upload files to the presentations system prior to the meeting or at least three hours in advance on-site by visiting the Speaker Ready Room.

General Guidelines:

- Hold microphone close to mouth when speaking so attendees can hear your presentation. Microphones will be cleaned by technicians between each use.
- One slide = One idea
- Do not use more than one slide per minute
- Limit the text on your slides – *focus on the main message*
- Use less than 20 words per slide
- Utilize clear visuals and graphics instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable – double space your text
- Use clear fonts and contrasting colors
- Avoid the use of ALL CAPITAL letters or underlined text, as they are difficult to read
- Remember, your slide must be readable from the back of the session room
- Prevent using font sizes smaller than 18pt
- Cite your sources

Questions?

Please e-mail ASM Meetings Staff with any questions at asmmicrobemtprogram@asmusa.org.

We look forward to seeing you in Atlanta!

Sincerely,

ASM Microbe 2024 Programming Team