Rapid Fire Presenter Checklist

What is a Rapid Fire?

A **Rapid Fire** presentation is an abstract selected by the Program Committee to be presented in a Lounge and Learn open theater at ASM Microbe. Rapid Fire presentations will occur on Friday and Saturday of the meeting from 11:45am-12:30pm. Each presenter will have up to five minutes to present a three-slide PowerPoint on their research and take questions from the audience. The entire session lasts up to 45 minutes, with up to 8 speakers presenting five-minute presentations. The date, time, and location of your presentation was sent to you in your disposition letter. This information is also available in the Tasks tab of your presenter portal.

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 3 short PowerPoint Slides that have the following headers:
    - o Background/Introduction
    - o Methods
    - o Conclusion
- ✓ Summarize your slides in 3 minutes
- ✓ Allow for 2 minutes of questions from the audience
- ✓ All scientific presentations are 16x9, High Definition. Acceptable formats are PPT or PDF.
    - o Projection, the Presentation Management System vendor, will contact you directly with instructions to upload your presentation to their system *before* ASM Microbe 2024 begins.
    - o The ASM Microbe branded PowerPoint template is available in the presenter portal.
    - o **Important note:** *To protect the integrity of the abovementioned presentation management system**, personal laptops will not be permitted** for presentations at meeting. If you have questions, please contact ASM Staff.*

Audio-Visual Set-up in the Lounge and Learns

The Lounge and Learn areas are open locations in the meeting space lobby with a screen, laptop with the presentation management system, handheld mic and small podium. Presenters will stand to the side

of the screen to share their slides. A wireless remote will allow presenters to advance the slides that were uploaded into the presentation management system.

General Guidelines:

- Hold microphone close to mouth when speaking so attendees can hear your presentation. Technician will clean microphones in between each presentation.
- 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

Poster Session and ePosters
Rapid Fire Presenters receive a poster board assignment on the same day as the Rapid Fire presentation. Abstracts accepted for Poster Spotlight Presentations were double slotted, you should have received a second invitation with a second abstract control number for a Poster Session in the Poster Hall on the same day as your Rapid Fire. Dedicated Poster presentations are scheduled in the Poster Hall from 10:30-11:30am and 4:00-5:00pm on Friday and Saturday, and from 10:30-11:30am and 3:00-4:00pm on Sunday. Your presentation will take place in the Track Hubs located on the Exhibit Floor.

Rapid Fire Presenters may upload an ePoster. Instructions for uploading ePosters will be sent in May 2024. ePosters are available only to in-person presenters as a complement to their in-person attendance.

Questions?
Please e-mail ASM Meetings Staff with any questions at asmmicrobemtgprogram@asmusa.org.

We look forward to seeing you in Atlanta!

Sincerely,
ASM Microbe 2024 Programming Team