NATA RESEARCH & EDUCATION FOUNDATION
Free Communication Program Guidelines & Recommendations

Oral Presentations

Oral Presentation Preparation

Your presentation is assigned a 15-minute time slot – this allows for 10-12 minutes of presentation and 3-5 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.
- Practice delivery of your presentation in order to insure correct timing. Speaking too rapidly or reading your presentation slides can lessen the impact of your presentation.
- Avoid overly "busy" slides that have a lot of wording. Make use of images, graphics, video and other forms of media to demonstrate and explain important aspects of your study.
- All student abstract submissions are eligible for recognition as part of the annual Student Free Communications Awards Program. Award finalists are notified through the abstract acceptance letter.

Upload your ORAL PRESENTATION SLIDES in the Speaker Ready Room

At least an hour prior to your presentation, presenting authors should go to the speaker ready room in the convention center to upload your presentation. Please make sure your presentation plays correctly, graphics appear as intended and videos play as expected. Review all slides, media and animations to assure expected delivery for your presentation. Support personnel will be available in the speaker ready room to help you upload your presentation.

Deliver your Oral 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 final convention program. Introduce yourself to the moderator (the moderator name can be found in the final convention program) 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 to the beginning of the session, and come forward to the stage while the moderator is introducing your presentation.

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.

After your 10-12 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 presentation timing to allow for questions.

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