



PRESENTATION INSTRUCTIONS

December 8 – 11, 2020

San Antonio, Texas

PRESENTATIONS WILL BE ACCEPTED ON ELECTRONIC FORMAT ONLY.

Please use the information below in preparing your presentation.

Format: Slides will be displayed in 16:9 format. Please prepare your slides accordingly.

Header & Footer: Each presentation slide must include the following text:
Header: San Antonio Breast Cancer Symposium®, December 8 -11, 2020
Footer: This presentation is the intellectual property of the author/presenter. Contact them at **insert your email address here** for permission to reprint and/or distribute.

Talk Length: Your presentation will include a prerecorded 10-minute oral presentation with slides followed by live 5- minute Q&A. You are required to prerecord your 10-minute oral presentation via Zoom Meetings. Please refer to “**Zoom – How to Record on Your Computer**” and “**Best Practices – Tips for Presenting at Home**”. You will not be given extra time for acknowledgements. Please keep your acknowledgements to a minimum. This can be accomplished by showing the information on a slide. The deadline to submit your recording for review is **November 18, 2020**. If you exceed the 10-minute time limit you will be required to rerecord the presentation. Instructions regarding uploading the presentation will be sent separately.

Presentation: Review Presentation slides must be in electronic format and uploaded (Instructions regarding uploading the presentation will be sent separately) for review for CME accreditation no later than **October 31, 2020**. Drafts are accepted no matter what stage of development by **October 31, 2020** provided that your finalized presentation be uploaded by **November 18, 2020**.

Preview your: Presentation You must meet with SABCS virtual AV technicians for rehearsal. This will help to make the live Q&A portion of your presentation seamless. Rehearsal date and time will be sent in November. The last slides we receive will be uploaded and used for your presentation.



PRESENTATION TIPS

These tips will help you to create an effective presentation.

Format

- Slides will be displayed in 16:9 format. Click the **Design** tab, and then click **Slide Size**.
Click Widescreen (16:9)

Fonts

- Select sans-serif fonts such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes more difficult to read. Use no font size smaller than 24 point.
- Clearly label each screen. Use a larger font (35-45 points) or different color for the title.
- Use a single sans-serif font for most of the presentation. Use different colors, sizes and styles (bold, underline) for impact.
- Avoid italicized fonts as they are difficult to read quickly.
- No more than 6-8 words per line
- For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide
- Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
- Do not use all caps except for titles.
- To test the font, stand back six feet from the monitor and see if you can read the slide.

Graphics and Design

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to explain and clearly label the graphic.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics
- Use quality clipart and use it sparingly. The graphic should relate to and enhance the topic of the slide.
- Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs)
- Limit the number of graphics on each slide.
- Check all graphics on a projection screen before the actual presentation.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.
- Limit the number of transitions (adding movement to your slides through the use of animation or slide transition) used. It is often better to use only one so the audience knows what to expect.

Color

- Limit the number of colors on a singlescreen.
- Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected.
- Use no more than four colors on one chart.
- Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

General Presentation

- Check the spelling and grammar.
- Do not read the presentation. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
- Give a brief overview at the start. Then present the information. Finally review important points.
- It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
- If sound effects are used, wait until the sound has finished to speak.
- Do not turn your back on the audience. Try to position the monitor so you can speak from it.
- Leave time for Q&A. Practice