

Abstract/Case Report Slide Presentation Guidelines

Presentation

- * Commercial logos are prohibited from appearing on poster or slide presentations.
- * Presenters should create a PowerPoint presentation detailing the abstract/case report in approximately 15 slides with an understanding that no more than 10 min will be allowed for the presentation of the abstract/case report.
- * The presentation should include an author disclosure slide.
- * Patient confidentiality must be protected. Please be sure there are no patient names or other patient identifiers on the slides.
- * Authors scheduled for slide presentations will have 10 min to present their abstract/case report, with 5 min for questions and answers. If you do not show up or do not have a coauthor present in your place, you may not be invited to attend future meetings.
- * Each abstract/case report session will have moderators/experts to help facilitate discussion and questions and answers.
- * If the presenter is scheduled to present more than one abstract at the same time at different locations, please arrange for a coauthor to present or contact Robb Rabito at rrabito@chestnet.org.
- * Expenses associated with the preparation, submission, and presentation of abstracts/case reports are the responsibility of the author/presenter. If accepted, the presenter is required to pay all fees associated with the meeting, including, but not limited to, travel, housing accommodations, meeting registration, etc.
- * Changes to accepted abstracts/case reports will be considered on a case-by-case basis. All changes must be submitted to the ACCP in writing, including the abstract title, author, presentation type, presentation category, and presentation day and time. The last day to edit or withdraw your accepted abstract is August 13, 2010. To withdraw your accepted abstract/case report, e-mail Robb Rabito at rrabito@chestnet.org. Please include your abstract/case report control number.

Effective case report presentations answer the following questions:

- What happened to the patient? (history, physical examination, pertinent lab data)
- What was the chronological clinical course of the events?
- What management strategy was chosen and why?
- What was learned?

Effective abstract presentations answer the following questions:

- Why is your research important?
- What was your objective and methods?
- What results did you discover?
- What are your conclusions?

Practice

* Many institutions host practice sessions prior to presentation at annual meetings. We encourage you to practice presenting your abstract/case report before you come to CHEST. Practice your presentation until you can deliver it clearly and understandably in the time allotted to you. If you exceed the allotted time, the moderator may be forced to interrupt your presentation.

Uploading Presentations

* A link will be sent to all presenters with instructions on how to upload their presentations electronically to the CHEST Web site prior to the meeting.

* Presenters may also upload their presentations on-site in the Vancouver Convention Centre in the Speaker Ready Room 201.

* Presenters will not be able to upload their presentations IN the presentation room. All slides must be uploaded electronically or on-site in the Speaker Ready Room 201.

At the Meeting

On the day of your presentation, please be sure to:

- * Check-in at the registration area in the Clinical Resource Center.
- * Visit the Speaker Ready Room to make sure your slides are ready for presentation.
- * Arrive at your presentation room at least 5 min early.
- * Check-in with the ACCP session moderator.
- * Have fun!
- * Support your fellow presenters in your session by staying until all presentations in your session have been given and by being attentive, asking questions, and keeping noise level to a minimum.

CHEST Challenge Championship and Awards Celebration

* All presenters are invited to attend the CHEST Challenge Championship and Awards Celebration on Wednesday, November 3, 2010, from 6:00 PM to 9:00 PM for the announcement of the abstract and case report award winners.