Invited Speaker Check List

Please email ASM staff with any questions at asmmicrobemtgprogram@asmusa.org.

Before the Meeting

1. Accept Invitation
   a. Complete CE Disclosures
   b. Obtain Presentation Date and Time via Invite or Itinerary Planner
   c. Confirm Presentation Title
      i. Contact ASM staff if title should be updated
2. Submit Picture and Talk Description for Mobile App (only applies to Invited Speakers)
3. Prepare Presentation based on Session Format, more details below.
   a. Slides should be in HD, 16x9
      i. Use this template
   b. Confer with PC Organizer or ASM staff regarding presentation, more details below, under Talk Preparation.

At the Meeting

1. Pick Up Badge at Registration
2. Download Mobile App
   a. Either prior to the meeting, or at the meeting, download the Mobile App. The printed Program will be session level details only. For more in-depth information, download the Mobile App. It synchs with the Itinerary Planner. Visit the Mobile App Support Desk for more information when on site.
3. Upload Presentation into Presentation Management System (see below)
4. Arrive 15 minutes before your session
   a. Introduce yourself to the Moderator(s) and other speakers.

Talk Preparation

Prior to the meeting:

Work closely with your Program Committee Organizer and Moderator (s) to organize your session and to determine talk topics. PC Organizers and/or Moderators will reach out to you to organize your session’s content and format.
General Presentation Guidelines

- 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 not more than 20 words per slide
- Use clear visuals instead of text
- Limit abbreviations and unnecessary text
- Use bullet points instead of full sentences
- Make sure slides are clear and readable
- Use clear fonts and contrasting colors
- We recommend using double-spacing
- 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
- Q/A is very important to the session. Depending on your type of session, your presentation’s total time as well as QA breakouts is below.

**MEET-THE-EXPERTS:** These 1-hour sessions permit attendees to interact directly with two specialists on a topic. After short presentations, the experts open the session for questions and answers. Meet-the-Experts speakers have 30 minutes total (15 minutes presentation and 15 minutes QA)

**CROSS TRACK SESSION:** Cross Track Sessions (formerly known as Plenary) focus on interdisciplinary topics of broad interest and showcase transcendent science. These sessions provide an opportunity to expand scientific knowledge and better understand new trends in the field of microbiology. Cross-Track Session speakers have 30 minutes total (20 minutes presentation and 10 minutes QA)

**SYMPOSIA:** 2.5 Hours Symposium: 1 or 2 moderators lead the session, with 3 speakers that present for 30 minutes each. For most sessions, the remaining time will be filled with oral abstract presentations selected at a later date with ample time for discussion. Symposia speakers have 30 minutes total (20 minutes presentation and 10 minutes QA). Oral Abstract presentations in symposia have 15 minutes (10 minutes presentation and 5 mins QA). There is also 15 min QA at the very end of the session.

**TRACK HUBS:** Around 30-45 minutes in length and highly interactive; held in the specially designed structures in the Exhibit and Poster Hall, designed by track. Track Hub Speakers have 30-45 minutes total (15-20 minutes presentation and 15-25 minutes QA)

**Presentation and AV Guidelines**
All scientific presentations are 16x9, High Definition. Formats are PPT or PDF. Keynote is not compatible with the Presentation Management System. [LINK to SLIDES]

If you have audio or video in your presentation, please visit the Speaker Ready Room 24 hours in advance to confirm compatibility.

For all scientific sessions, a presentation submission site will be available for invited faculty to submit their presentation in advance of the meeting. The presentation will be tested by PSAV, the audio-visual provider, to make certain there are no compatibility issues. You will be able to upload revised versions as often as needed; however, we still recommend you visit the Speaker Ready Room **12 hours PRIOR** to your session to review and confirm your final presentation. You will still be required to bring a copy of your presentation to the meeting in the event that a back-up copy is needed.

**Interactive/ARS Sessions**

For interactive sessions, those interactive (ARS) polls will need to be created by the meeting’s AV vendor, PSAV, after you upload PowerPoint slides in the abovementioned presentation management system. PSAV staff will email all interactive session speakers and moderators specific instructions in early May.

Once on site, be sure to confer with PSAV AV staff prior to the start of the session to get familiar with the set up in the room. Additionally, be sure to stop by the Speaker Ready Room prior to your session to test out the Audience Response System (ARS).

For additional questions, please direct them to Amoore@asmusa.org.

**LAPTOPS--To protect the integrity of the abovementioned presentation management system, personal laptops will not be permitted for presentation at the meeting. If you have questions, please contact ASM Staff.**

**Speaker Ready Room Hours:**

**Moscone Center** – Room 105, South and Room 2000, West

- Thursday, June 20 6:30 a.m. - 6:00 p.m.
- Friday, June 21 6:00 a.m. - 5:00 p.m.
- Saturday, June 22 6:00 a.m. - 5:00 p.m.
- Sunday, June 23 7:30 a.m. - 5:00 p.m.
- Monday, June 24 6:00 a.m. - 10:30 a.m.

**Session Room AV & Setup**
Each room will be equipped with a podium containing a computer. On the computer, it will contain the PSAV Presentation Management System, similar to what will have been accessed online and in the Speaker Ready Room.

You will have a clicker and will be responsible for advancing your slides. There will also be a screen and confidence monitor, along with a microphone and panel table with a few mics as well.

AV support will be on call between several rooms. If you need assistance, click the Help button on the computer screen. ASM Staff will also be on hand to assist you if you have questions or issues.

Questions?

Please email ASM staff with any questions at asmmicrobemtgprogram@asmusa.org.