Oral Abstract Presenter Checklist

What is an Oral Abstract Presentation?

An Oral Abstract Presentation is an abstract selected by the Convener or Program Committee to be presented in a symposium at ASM Microbe. Symposia are 2-hours with one convener, two invited speakers, and three oral abstract presentations. Oral Abstract Presentations are 10 minutes in length, leaving 5 minutes for Q&A. At the end of the session, there will be another Q&A session for all presenters. The date, time, and location of your presentation has already been sent to you.

Oral Abstract Presenters must register to attend ASM Microbe 2022 to participate in the symposium! Click here to register today. Important note: Abstracts are subject to withdraw if presenting author does not register.

How to Format Your Presentation:

- Include no more than 10 short slides (1 per minute)
- Summarize your slides in 10 minutes
- Allow for 5 minutes of questions from the audience
- All scientific presentations are 16x9, High Definition. Acceptable formats are PowerPoint or PDF.
  - Projection, the ASM Microbe official Presentation Management System vendor, will contact you directly in May with instructions for uploading your presentation to the system before ASM Microbe 2022 begins.
  - The ASM Microbe branded PowerPoint template is available in the presenter portal.
  - Important note: 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.

Audio-Visual Set-up for Oral Abstracts

Oral abstracts take place in symposia scheduled in meeting rooms. The meeting rooms are equipped with a screen, laptop with the presentation management system, hand held mic and small podium. Presenters must upload files to the presentations system prior to the meeting or at least three hours in advance on-site by visiting the Speaker Ready Room.
**General Guidelines:**

- Hold microphone close to mouth when speaking so attendees can hear your presentation. Microphones will be cleaned by technicians between each use.
- 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

**ePosters**
Oral Abstract Presenters do not receive a poster board assignment. Your presentation will take place within a symposium in a meeting room. Oral Abstract Presenters may upload an ePoster. Instructions for uploading ePosters will be sent in May 2022.

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

We look forward to seeing you in Washington, DC!

Sincerely,

ASM Meetings Staff
ASM Microbe 2022