



Rapid Fire Presenter Checklist

What is a Rapid Fire?

A **Rapid Fire** presentation is an abstract selected by the Program Committee to be presented in a track hub open theater at ASM Microbe. Rapid Fire presentations will occur on Friday and Saturday of the meeting from 11:45pm-12:30pm. Each presenter will have five minutes to present a three-slide PowerPoint on their research and take questions from the audience. The entire session lasts up to 45 minutes, with up to 8 speakers. The date, time, and location of your presentation will be detailed in your disposition letter. This information will also be available in the Tasks tab of your [presenter portal](#).

NOTE: Rapid Fire Abstracts are subject to withdrawal if the presenting author does not register by Tuesday, April 1 2024. The email address used for registration must match the address used for the abstract and ASM account.

How to Format Your Presentation:

- ✓ Include 3 short PowerPoint Slides that have the following headers:
 - Background/Introduction
 - Methods
 - Conclusion
- ✓ Summarize your slides in 3 minutes
- ✓ Allow for 2 minutes of questions from the audience
- ✓ All scientific presentations are 16x9, High Definition. Acceptable formats are PPT or PDF.
 - Projection, the Presentation Management System vendor, will contact you directly with instructions to upload your presentation to their system *before* ASM Microbe 2024 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 presentations at meeting. If you have questions, please contact ASM Staff.*

Audio-Visual Set-up in the Lounge and Learns

The Track Hub areas are open locations in the poster hall on the exhibit floor with a screen, laptop with the presentation management system, handheld mic and small podium. Presenters will stand to the side of the screen to share their slides. A wireless remote will allow presenters to advance the slides that were uploaded into the presentation management system.

General Guidelines:

- Hold microphone close to mouth when speaking so attendees can hear your presentation. Technician will clean microphones in between each presentation.
- One slide = One idea
- Do not use more than one slide per minute
- Limit the text on your slides – *focus on the main message*
- 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

Physical Posters

Rapid Fire presenters also receive a poster board assignment. Abstracts accepted for Rapid Fire Presentations were double slotted, you should have received a second invitation with a second abstract control number for a Poster Session in the Poster Hall. Your poster will be assigned a physical board for display on one day of the conference. Please reference the Poster Presentation checklist in the [Presenter Portal](#) for further details.

Slide Deck Requirements

- All presentations must use the ASM Microbe PPT template (available in the [presenter portal](#))
- **LOGOS ARE NO GOS:** No industry or company logos can be displayed on slides
- QR codes may not link to industry or company websites

Questions?

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

We look forward to seeing you in Atlanta!

Sincerely,

ASM Microbe 2025 Programming Team