breakout presentations

General Guidelines

Breakout sessions involve oral presentations focused on specific topics and are designed to share information and stimulate discussion. Traditionally, CSTE breakout sessions include three to five presentations or one or two panel presentations. Sessions have audiovisual equipment available, consisting of a laptop computer, LCD panel, screen, and the appropriate sound equipment for room size. Sessions do not have telephone conferencing equipment, telephone lines, or internet lines available.

All presenting authors and moderators are expected to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium, or reimbursement for presenting authors or moderators attending the conference. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.

Presentation Time

In order to respect subsequent presenters, all presentations must not exceed their allotted timeframes. Breakout session presentation times may vary from 15 to 30 minutes for individual presentations, 5 to 7 minutes for rapid fire presentations, and 30 minutes or more for panel presentations. Presentation times can be accessed through your online invitation information in Speaker’s Corner. A direct link to your personal Speaker’s Corner can be found in your acceptance e-mail. Your total presentation time includes a five-minute question-and-answer period at the end of your presentation. Rapid fire presentations include a question and answer segment at the end of the session. Be sure to limit your presentation to the time allotted.

Preparing PowerPoint Slides

- PowerPoint presentations should be compatible with Microsoft 2010 or earlier versions. Please note there is a file size limit of 35MB.
- Backgrounds of slides must never be white, unless black block lettering is used. Light colored backgrounds can be used if black block lettering is used. However, the most effective backgrounds are deep blue with either yellow or white lettering. Use high contrast colors between lettering and background. Avoid deep red or blue lettering as it is difficult to read against a dark background. Avoid printing text over patterned backgrounds.
- Recommended fonts are sans serif font, such as Arial, because sans serif fonts are easier to read than serif fonts, such as Times New Roman.
- If video, audio, or animation is included in the presentation, use approved video file formats (.wmv) (.mpg) (.avi) (.swf) (.wav) and ensure that the total file size does not exceed the limit of 35MB.
- Each slide should present one subject; avoid detail, but instead display only essential data. Busy slides are confusing to the audience.
- Presenting authors using Apple Keynote cannot be uploaded through Speaker’s Corner and will not be recorded. Presenters will need to bring their own laptop, adapter, and power cables to the session. CSTE is not responsible for your device.
- Simplify slides by using key words, brief and concise phrases. Avoid writing complete sentences on slides.
- Avoid complex graphics and tables.
- Please rehearse your presentation prior to the session for timing and delivery.
Presentation slides must be uploaded through Speaker’s Corner.

A direct link to your personal Speaker’s Corner can be found in your invitation email. During the upload process, you will be asked for permission to record your presentation. Video and audio recording is not required; however, presentations must be uploaded before your session. To meet the advance deadline, presentations must be uploaded online by 11:59PM EST on Friday, June 5, 2015. After the advance deadline, presentations may be uploaded or updated on site in the speaker ready room (CSTE Business Office), no later than 24 hours prior to the start of your session. You may preview your presentation in Speaker’s Corner if it is uploaded by the advance deadline. Presenters should plan and prepare their presentation according to upload deadlines; however in an emergency situation, a presentation can be uploaded or updated in the meeting room. Save a copy of your presentation on a USB/flash drive to bring with you to the conference in event of technical difficulties or should you have changes to a previously submitted presentation.

During the session, presenting authors are encouraged to sit at the front of the room for quick transitions.

Moderators will strictly enforce the presentation time. You will be interrupted by the moderator if you go over time.

A five-minute question and answer segment for all presenting authors with the audience will occur at the end of each presentation. Rapid fire presentations include a question and answer segment at the end of the session.

IT and Audio Visual technicians are available on site for assistance when needed. Because they monitor many technical components to the conference, they are not able to remain in the room throughout a session. If you need a technician on site, please seek assistance at the registration desk or speaker ready room.

Presentation Tips

Engage with your audience by looking at them rather than the screen or your notes.

Briefly describe PowerPoint slides, but do not read your slides verbatim.

Allow enough time for people to read each visual during presentation.

Rapid Fire Sessions

Rapid Fire sessions involve oral presentations limited to speedy sharing of relevant results and conclusion. Sessions may include ten or more presentations. Presentation times may vary from 5 to 7 minutes with a question and answer segment with the audience at the end of the session. When preparing PowerPoint slides, presenting authors should not include background or review of objectives in the slides as the audience will have a general knowledge on the content and methods. Unless otherwise instructed in the guidelines or through Speaker’s Corner, rapid fire session presenters should follow the guidelines for breakout presentations.
Guidelines for Breakout Sessions

Software demonstrations involve a presentation of a special software application developed by a state, local, territorial, tribal, or federal agency for public health. For profit agencies are not eligible to present a software demonstration. Presenting authors may only distribute freeware/shareware/demo disks during the session. Software presenters should follow the guidelines for breakout presentations.

Photography Disclosure
By participating in this conference, you grant CSTE the right to take and distribute photographs, videotapes, electronic reproductions, and audiotapes of events and activities for use in CSTE print and digital materials. If you have any photos you’d like to share, please submit them to cmccoull@cste.org.

Speaker Disclosure
Presenting authors must disclose to participants prior to speaking any significant financial interest or other relationships with the manufacturer(s) of any commercial product(s) or provider(s) of any commercial services discussed in a session presentation and with any commercial supports of the activity. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. Having an interest or affiliation with a corporate organization does not prevent a speaker from making a presentation, but the relationship must be made known in advance to the audience. Questions regarding CSTE presenter disclosure should be directed to the CSTE National Office.

Questions
Questions regarding the breakout session, time allotment, or general content information for your session should be directed to your session moderator. Moderator contact information is provided with the session information in Speaker’s Corner. If a moderator is not currently identified, then the Program Planning Committee has not yet selected an individual for the role and will be doing so within the next few weeks. In this case, please contact the CSTE national office at (770) 458-3811.

Invitation Response & Withdrawals
Formal letters of invitation are sent by e-mail from the CSTE national office in the first week of March. All first presenting authors receive a formal communication regarding the Program Planning Committee’s decision. Non-presenting authors do not receive communications from CSTE. By agreeing to present, you agree to allow CSTE to make video recordings of your presentation and archive this public available media on the CSTE website. Presenting authors may not promote the services or products of their organization as part of their presentation.

Your response to the invitation to present is required no later than 11:59PM EST on April 3, 2015. Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author.

First presenting authors may respond to the invitation online or by email at bchristner@cste.org. The first presenting author responds on behalf of all authors involved in the presentation.

Withdrawal of an accepted abstract must be made no later than 11:59PM EST on April 3, 2015 by contacting bchristner@cste.org. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

Media
CSTE may select presentations or sessions for promotion to media outlets during the CSTE Annual Conference. Therefore, media personnel may attend conference sessions and can be identified by their conference name badges.