Guidelines for Research Panel Sessions

Please be aware of the NASN Annual Conference Call for Abstracts Agreement and Conflict of Interest Policy. All session presenters must agree to these terms and conditions.

What is a research panel session?

A research panel session offers learners an opportunity to hear 3 to 4 cutting edge research topics that will impact and/or has impacted the school nursing field. This panel will be setup very similar to the 'panels' presented at American Public Health Association (APHA) or other research-focused conferences where several different presentations occur in one block of time. The common theme for each research panel session will be school nursing research/evidence development.

The research panel is a great opportunity to share cutting edge work; a way to highlight what is going on in school nursing.

How will the session be setup for the panel?

The entire session is 75 minutes. If there are 4 distinct research topics or presentations in the session, each presentation is allotted 15 minutes. If questions will be taken, the presentation should be 10 minutes in length so that there are 5 minutes for questions. Each topic or presentation will be allotted a total of 15 minutes. This allows for 15 minutes at the end for questions to any of the presenters.

What should presenters focus on for the presentation?

With the time allotted, the focus of the presentation should be placed on practical results and school nurse implications; although, of course, give context to introduce why the work is important; and methods to show the rigor of the work.

Here is a suggested slide order:
Title slide (name, title)
Disclosure slide (use language provided by NASN)
Background/Introduction
Method
Results (1 or 2 slides)
School nurse implications
Conclusion

How will time be tracked during the session?

The session will have a designated moderator who will focus on the time to ensure everyone has their full 15 minutes and to prevent presentations from exceeding time limits. There will be signage offering 5-minute and 1-minute warnings to presenters for timing.
What should not be included in a research panel session?

Research panel sessions may not promote a specific product, drug, technology, or instrument.

Research panel session handouts, such as supporting information on the topic and/or materials presented to learners related to the educational activity, cannot include any logos or other trademarks of a commercial interest organization. Acknowledgement of commercial support must be limited to the name of the entity providing support.

Tips for preparing a presentation for a research panel session:

What to expect...

- Remember, the audience at the NASN Annual Conference is mainly practicing school nurses so keep the presentation practical and focused on the detail that will help most.

- NASN hopes that panelists plan to publish their results, so authors will be able to share and expand on more detail of the methods and results, etc. yielded from the research/evidence gathered and/or conducted. Therefore, please do not feel as if all of the work must be shared or jammed into 15 minutes. Consider focusing on the “key takeaway points” nurses need to know to apply the research/evidence into practice.

- Encourage learners to follow-up after the conference to ask more questions about the research design.

- Presenters can provide a handout with “key takeaway points” to share with the learners.

- The room setup will be a long table with a few microphones on the table top. Panelists will share microphones for Q&A. A podium with AV equipment for tablet and/or laptop connection will also be available. Panelists can share slides and address questions directly after the presentation. Please come with the presentation on a jump drive so that all presentations can be loaded onto one laptop for easy transition between presentations.
Frequently Asked Questions (FAQ):  

Q: What is the maximum number of slides that I should have in the slideshow?  
A: The maximum amount of slides would be 8 slides including title and disclosure slide. You can have less, but no more than this designated number.

Q: How will I know when my presentation time is running out?  
A: The designated moderator for the session will have a method of tracking time to help facilitate with time keeping and will notify the presenters at the 5-minute and 1-minute mark.

Q: What if I go beyond my 15 minutes? Will that be okay?  
A: To respect each presenter and ensure each presenter has their full time, the moderator will kindly stop each presenter at 15 minutes. We recommend that you practice providing your presentation within approximately 10 to 12 minutes to allow time for some questions from the audience. Going over your allotted time limit will not only take away time from your fellow panelists from sharing their work, but it will also limit the amount of time for additional Q&A at the end of the session. NASN is focused on maintaining the customer learning experience and it does not want to jeopardize that by limiting learner(s) opportunities to ask questions and interact with presenter(s).

Q: Can I split my 15 minutes with a co-presenter?  
A: Due to the limited time, one person in your group should be selected to present your team’s work. It is appropriate you acknowledge other team members in your slides; and research team members can be in the audience and assist in answering questions during the allotted time period. Be clear who the authors are (research team) and who should be listed as the presenter.

Q: Will I need to bring my laptop and/or tablet?  
A: No. NASN will have a designated laptop available in the session for the panelists to use. Plan to bring a jump drive (USB drive) with your presentation on it.

Q: Should I make copies of my handout(s) to bring?  
A: Yes. NASN recommends that presenters make and bring copies of any handouts with the presentation to share with learners. NOTE: Handouts submitted to NASN prior to the conference will be shared electronically by NASN with learners via the conference app and website so that learners can also access these online. Deadlines for submission of handouts will be listed on the Abstract Submission Guidelines and on the CATALYST submission website.

Q: How will I know what order I will present in?  
A: You will be notified via email in May of the final schedule for the session and the order in which each panelist will present. If you, by the end of May, have not received notification of your presentation order line-up, please check your Spam Folder to be sure the correspondence did not end up in that folder. If you are unable to locate the email, please contact Event Planner, Devin Dinkel at Ddinkel@nasn.org for line-up details. Please note that our electronic system lists presenters in alphabetical order, not the order you will present.

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