**2023 NCME Annual Meeting**

**Presentation Guidance**



**Table of Contents**

[1. Quick Reference 2](#_Toc129461770)

[2. Instructions by Presentation Format 3](#_Toc129461771)

[Training Session 3](#_Toc129461772)

[Paper Presentation 4](#_Toc129461773)

[Organized Discussion 5](#_Toc129461774)

[Demonstration 6](#_Toc129461775)

[Research Blitz 8](#_Toc129461776)

[Electronic Board (eBoard) Presentation 9](#_Toc129461777)

[Clustered eBoard Presentation 11](#_Toc129461778)

[3. Roles of Discussants 13](#_Toc129461779)

[Prior to the Conference 13](#_Toc129461780)

[On the Day of Your Session 14](#_Toc129461781)

[4. Roles of Chairs 14](#_Toc129461782)

[Prior to the Conference 14](#_Toc129461783)

[On the Day of Your Session 15](#_Toc129461784)

[5. General Presentation Tips 16](#_Toc129461785)

# Quick Reference

* NCME Website: [www.ncme.org](http://www.ncme.org)
* Update your profile in NCME account:

<https://ncme.site-ym.com/>

* 2023 NCME Annual Meeting Home Page:

<https://www.ncme.org/event/annual-meeting/upcoming-meeting>

* 2023 NCME Final Program:

<https://higherlogicdownload.s3.amazonaws.com/NCME/4b7590fc-3903-444d-b89d-c45b7fa3da3f/UploadedImages/NCME001-2023AnnualMeeting_Program_FINAL.pdf>

* PowerPoint Template for presentation slides and Annual Meeting Logo

<https://www.ncme.org/event/annual-meeting/upcoming-meeting/conferencegraphics>

* About the 2023 NCME Annual Meeting platform:
	+ A new online platform, provided by Events Air, will be used during the 2023 NCME Annual Meeting for the virtual and in-person sessions.
	+ The platform will be launched on March 20, 2023.
	+ For presenters presenting virtually from March 28-30, we are offering Technical Check sessions where you can sign up for a meeting with virtual platform provider, Events Air, to check your connection (audio/visual/screen share). These will be available in multiple 30-minute sessions from March 21 – 24, 2023. Online signup sheet will be sent out to virtual presenters directly via email shortly.
	+ All speakers and attendees are welcome to join Program Chairs Office Hours. During this time, Program Chairs will walk through the platform and answer any questions regarding the Annual Meeting or platform. Program Chairs Office Hours will be hosted during the two sessions below on March 27, 2023:
		- 9:00am – 10:00am CDT
		- 3:00pm – 4:00pm CDT
* Individual paper session presenters, please plan to send your papers to discussants two weeks before the start of the meeting.
	+ If you are presenting in the **virtual** meeting on March 28-30, please plan to send your paper to the Discussant by **March 14, 2023**.
	+ If you are presenting in the **in-person** meeting on April 12-15, please plan to send your paper to the Discussant by **March 29, 2023**.

# Instructions by Presentation Format

## Training Session

**Overview**

Training Sessions will be either half day (four hours) or full day (eight hours).

**Prior to the Conference**

* Connect with all registered training attendees and share information about session preparation, for example,
	+ Bring their own laptops with required software installed
	+ Share reading materials
	+ Get other required preparation done for the training
* Prepare the presentation slides
	+ See Section ***General Presentation Tips*** for general presentation tips
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***)
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***)

**On the Day of Your Virtual Session**

* Join the meeting from the Annual Meeting platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
* You will be sharing slides **from your own computer** for your presentation. If you have co-presenters, please coordinate how slides will be presented (from one computer or each presenter’s computer).
* Please turn on your camera during your presentation.

**On the Day of Your In-Person Session**

* Equipment provided in the room include screen and projector.
* Equipment you need to bring are the laptop where your presentation slides are saved and the laptop power cord.
* Arrive at the session at least 10 minutes before the scheduled start time.
* Verify all slides display properly on screen.

## Paper Presentation

**Overview**

Paper Sessions will either be 60 minutes (3 paper presentations) or 90 minutes (4-5 paper presentations). The Chair will introduce the session and each presentation. Each presenter will have 15 minutes to share their research with session attendees. These 15 minutes are expected to include time for transition + introduction + presentation – so plan to speak for roughly 12 minutes. The research presentations will be followed by a Discussant who will provide thoughts on the research. Session attendees will have the opportunity to ask questions after each presentation or during the final Q&A session as directed by the Chair.

**Prior to the Conference**

* Prepare a paper
	+ All paper presenters are asked to prepare a paper to accompany their presentation. The purpose of the conference paper is to share more information about your research with conference attendees.
	+ There is no required format for the conference papers. However, we encourage presenters to include within their papers: information on the research question or problem, their research methodology, the results from their research, and the implications of these findings (conclusions and implications for practice).
* Send the paper to the Discussant and copy the Chair
	+ The Discussant will review your paper before the conference to have a more in-depth understanding of your research before providing their feedback during the session.
	+ All presenters should provide their papers to discussants two weeks before the meeting:
		- by March 14, 2023 for Virtual Presentations.
		- by March 29, 2023 for In-Person Presentations.
		- Note that the Discussant has the right to *not* provide commentary on a paper that is submitted after the specified due date.
		- Discussant and Chair names and emails can be found in the final PDF program: Participant Emails.
* Prepare the presentation slides
	+ Prepare a 12-minute talk.
	+ See Section ***General Presentation Tips*** for general presentation tips.
	+ It is recommended that presenters use PowerPoint for their presentation and prepare a PDF version as a backup.
	+ Practice your presentation.
* Upload a PDF version of the paper and presentation slides that will be accessible to all meeting attendees to the 2023 NCME Annual Meeting platform.
	+ The first author (i.e., presenter) will receive an email from the conference platform with instructions on how to upload documents to the Speaker Portal on the conference platform.
	+ Upload at least one day before the meeting, that is, by March 27, 2023 for virtual presentations and by April 11, 2023 for in-person presentations.
	+ It is especially important for virtual presenters to upload their presentation slides to the platform in advance in case presenters encounter connection issues and cannot log on to the platform on the session day. If this happens, the audience can still view the paper and slides.
* Connect with your session chair (if needed) a few days before the conference. Chair names and emails can be found in the final PDF program: Participant Emails.
* It is recommended that all presenters send your presentation slides to the Chair prior to the conference as a backup copy.
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

**On the Day of Your Virtual Session**

* Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
* You will be sharing slides **from your own computer** for your presentation.
* Please turn on your camera during your presentation.
* While presenting, please pay attention to cues from the session chair about the time remaining.
	+ If you choose to have co-presenters (multiple presenters) for your paper, please discuss ahead of time the logistics, such as the amount of time for each presenter, how to transition between presenters, etc.
	+ After your presentation, review the Live Q&A chats on the 2023 NCME Annual Meeting platform to see if the attendees asked questions about the content of your presentation. Address the questions directly in the Live Q&A or during the Q&A time at the end of the session (time permitting).
	+ If your co-author(s) are in attendance, they can respond to questions in the Live Q&A during your presentation.
* Please plan to stay for the entire session as there may be time for Q&A at the end.

**On the Day of Your In-Person Session**

* Equipment provided in the room: screen, projector, and laptop.
* Equipment you need to bring: a jump drive where your slides are saved.
* Arrive at the session at least 10 minutes before the scheduled start time.
* Copy your presentation slides to the provided laptop attached to the projector screen and verify all slides display properly.
* While presenting, please pay attention to cues from the Chair about the time remaining.
* Please plan to stay for the entire session as there may be time for Q&A at the end.

## Organized Discussion

**Overview**

An organized discussion is a planned conversation among researchers and/or practitioners around a theme or topic. Organized discussions will either be 60 or 90 minutes.

**Prior to the Conference**

* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

**On the Day of Your Virtual Session**

* Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
* You will be sharing slides **from your own computer** for your presentation.
* Please turn on your camera during your presentation.
* Please plan to stay for the entire session as there may be time for Q&A at the end.

**On the Day of Your In-Person Session**

* Equipment provided in the room: screen, projector, and laptop.
* Equipment you need to bring if you have presentation slides: a jump drive where your slides are saved.
* Arrive at the session at least 10 minutes before the scheduled start time.
* Copy your presentation slides (if applicable) to the provided laptop attached to the projector screen and verify all slides display properly.
* Please plan to stay for the entire session as there may be time for Q&A at the end.

## Demonstration

**Overview**

Demonstration sessions will either be 60 (3-4 presentations) or 90 minutes (5-6 presentations). The Chair will introduce the session and each presentation. Each presenter will have 15 minutes to share their demonstration with session attendees. These 15 minutes are expected to include time for transition + introduction + presentation – so plan to speak for roughly 12 minutes. The demonstration format will be distinguished by its immediate payoff, among other things. Attendees should walk away with a concrete new skill, insight, or technological support that they can leverage in their work without much additional research or training. Session attendees may have the opportunity to ask questions after each presentation or during the final Q&A session (time permitting) as directed by the Chair.

**Prior to the Conference**

* Prepare any supporting documents that can be uploaded to the 2023 NCME Annual Meeting platform.
* Prepare the presentation slides
	+ Prepare a 12-minute talk.
	+ See Section ***General Presentation Tips*** for general presentation tips.
	+ It is recommended that presenters use PowerPoint for their presentation and prepare a PDF version as a backup.
	+ Practice your presentation.
* Upload a PDF version of the presentation slides and other documents (if available) that will be accessible to all meeting attendees to the 2023 NCME Annual Meeting platform.
	+ The first author (i.e., presenter) will receive an email from the conference platform with instructions on how to upload documents to the Speaker Portal on the conference platform.
	+ Upload at least one day before the meeting, that is, by March 27, 2023 for virtual presentations and by April 11, 2023 for in-person presentations.
	+ It is especially important for virtual presenters to upload their presentation slides to the platform in advance in case presenters encounter connection issues and cannot log on to the platform on the session day. If this happens, the audience can still view the slides.
* Connect with your session chair (if needed) a few days before the conference. Chair names and emails can be found in the final PDF program: Participant Emails.
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

**On the Day of Your Virtual Session**

* Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
* You will be sharing slides **from your own computer** for your presentation.
* Please turn on your camera during your presentation.
* While presenting, please pay attention to cues from the session chair about the time remaining.
	+ If you choose to have co-presenters (multiple presenters) for your paper, please discuss ahead of time the logistics, such as the amount of time for each presenter, how to transition between presenters, etc.
	+ After your presentation, review the Live Q&A on the 2023 NCME Annual Meeting platform to see if the attendees asked questions about the content of your presentation. Address the questions directly in the Live Q&A or during the Q&A time at the end of the session (time permitting).
	+ If your co-author(s) are in attendance, they can respond to questions in the Live Q&A during your presentation.
* Please plan to stay for the entire session as there may be time for Q&A at the end.

**On the Day of Your In-Person Session**

* Equipment provided in the room: screen, projector, and laptop.
* Equipment you need to bring: a jump drive where your slides are saved.
* Arrive at the session at least 10 minutes before the scheduled start time.
* Copy your presentation slides to the provided laptop attached to the projector screen and verify all slides display properly.
* While presenting, please pay attention to cues from the Chair about the time remaining.
* Please plan to stay for the entire session as there may be time for Q&A at the end.

## Research Blitz

**Overview**

Research Blitzsessions will be 60 or 90 minutes and include a series of fast-paced 5-minute presentations on a given measurement topic. The Chair will introduce the session and each presenter will share the highlights of their research. Upon completion of the presentations, there will be an opportunity for session attendees to ask questions during the session.

**Prior to the Conference**

* We strongly encourage presenters to prepare a paper that provide more detailed information on their research to share with conference attendees.
	+ There is no required format for the conference papers. However, we encourage presenters to include within their papers: information on the research question or problem, their research methodology, the results from their research, and the implications of these findings (conclusions and implications for practice).
	+ There is no Discussant for Research Blitz sessions.
* Prepare the presentation slides
	+ Prepare a 5-minute talk.
	+ See Section ***General Presentation Tips*** for general presentation tips.
	+ It is recommended that presenters use PowerPoint for their presentation and prepare a PDF version as a backup.
	+ Practice your presentation. You have **5-minutes** to make your presentation, so preparation and practice are critical.
* Upload a PDF version of the paper and presentation slides that will be accessible to all meeting attendees to the 2023 NCME Annual Meeting platform.
	+ The first author (i.e., presenter) will receive an email from the conference platform with instructions on how to upload documents to the Speaker Portal on the conference platform.
	+ Upload at least one day before the meeting, that is, by March 27, 2023 for virtual presentations and by April 11, 2023 for in-person presentations.
	+ It is especially important for virtual presenters to upload their presentation slides to the platform in advance in case presenters encounter connection issues and cannot log on to the platform on the session day. If this happens, the audience can still view the paper and slides.
* Connect with your session chair (if needed) a few days before the conference. Chair names and emails can be found in the final PDF program: Participant Emails
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

**On the Day of Your Virtual Session**

* Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
* You will be sharing slides **from your own computer** for your presentation.
* Please turn on your camera during your presentation.
* While presenting, please pay attention to cues from the session chair about the time remaining.
	+ If you choose to have co-presenters (multiple presenters) for your paper, please discuss ahead of time the logistics, such as the amount of time for each presenter, how to transition between presenters, etc.
	+ After your presentation, review the Live Q&A on the 2023 NCME Annual Meeting platform to see if the attendees asked questions about the content of your presentation. Address the questions directly in the Live Q&A or during the Q&A time at the end of the session (time permitting).
	+ If your co-author(s) are in attendance, they can respond to questions in the Live Q&A during your presentation.
* Please plan to stay for the entire session as there will be time for Q&A at the end.
* Unlike the in-person Research Blitz sessions where participants will spread out within the room and be approachable for questions from the audience, questions from audience during Q&A in virtual Research Blitz sessions will be addressed one by one as directed by the Chair.

**On the Day of Your In-Person Session**

* Equipment provided in the room: screen, projector, and laptop.
* Equipment you need to bring: a jump drive where your slides are saved.
* Arrive at the session at least 10 minutes before the scheduled start time.
* Copy your presentation slides to the provided laptop attached to the projector screen and verify all slides display properly.
* While presenting, please pay attention to cues from the Chair about the time remaining.
* Please plan to stay for the entire session as there may be time for Q&A at the end.
* To provide ample time and space for questions, during the Q&A the presenters will spread out within the room and be approachable for questions from the audience. The Chair is responsible for relating these instructions to the audience and then announcing to the room when the session time has ended.

## Electronic Board (eBoard) Presentation

**Overview**

Electronic Board (eBoard) sessions will be 60 or 90 minutes. Each presenter will be assigned an eBoard number in the program which will have a corresponding station in the presentation room. You should prepare to have a few slides that either automatically rotate or need manual rotation. In addition, you should prepare a 2-4 minute elevator pitch of your research to walk attendees through your poster.

**Prior to the Conference**

* We strongly encourage presenters to prepare a paper that provide more detailed information on their research to share with conference attendees.
	+ There is no required format for the conference papers. However, we encourage presenters to include within their papers, information on the research question or problem, their research methodology, the results from their research, and the implications of these findings (conclusions and implications for practice).
* Prepare the presentation slides.
	+ Have Title, Name, and E-mail on all slides as attendees may walk up at any point as slides are rotating.
	+ Prepare a 2- to 4-minute talk to walk attendees through your research.
	+ Practice your presentation.
	+ Consider making a one-page handout summarizing your research to give to attendees. Make sure to include the title of the presentation and your contact information on this handout.
* Upload a PDF version of the paper and presentation slides that will be accessible to all meeting attendees to the 2023 NCME Annual Meeting platform.
	+ The first author (i.e., presenter) will receive an email from the conference platform with instructions on how to upload documents to the Speaker Portal on the conference platform.
	+ Upload at least one day before the meeting, that is, by March 27, 2023 for virtual presentations and by April 11, 2023 for in-person presentations.
	+ It is especially important for virtual presenters to upload their presentation slides to the platform in advance in case presenters encounter connection issues and cannot log on to the platform on the session day. If this happens, the audience can still view the paper and slides.
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***)
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***)

**On the Day of Your Virtual Session**

* Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
* You will be sharing slides **from your own computer** for your presentation.
* Please turn on your camera during your presentation.
* Admit attendees to your channel during the session.

**On the Day of Your In-Person Session**

* Equipment provided in the room:
	+ monitor, and
	+ a laptop hookup (HDMI).

All eBoard attendees are expected to **bring their own computers**.

* Bring the following with you
	+ your **fully charged** laptop or tablet with your presentation loaded onto it. File(s) should be downloaded onto the device prior to arriving at the eBoard session
	+ an adapter that hooks your equipment to a HDMI cable if needed (no adapters will be provided)
	+ a backup copy of the electronic presentation file (or have it accessible in the cloud) in case of media failure
	+ a one-page handout if you have prepared one
* Find the station number assigned to you, which is the number in front of your presentation title in the PDF program or in the conference platform.
* Presenters should arrive early enough to connect their device to the monitor and test it out (10-15 minutes in advance).
* Presenters should plan to stay in the eBoard room during the session to engage with session attendees.

## Clustered eBoard Presentation

**Overview**

Clustered eBoard sessions will be 90 minutes. Clustered eBoard session is a new format added in the 2023 NCME Annual Meeting to promote conversations among participants while maximizing the use of resources. Program Chairs grouped 2-3 presentations on similar topics into “clusters” and assigned each cluster to the same eBoard presentation station so that presenters of different papers can have an opportunity to introduce and comment on each other’s work, in addition to interacting with the audience who stop by.

**Prior to the Conference**

* We strongly encourage presenters to prepare a paper that provide more detailed information on their research to share with conference attendees.
	+ There is no required format for the conference papers. However, we encourage presenters to include within their papers, information on the research question or problem, their research methodology, the results from their research, and the implications of these findings (conclusions and implications for practice).
* Prepare the presentation slides
	+ Presenters can prepare the slides in the same way as they would for an eBoard session. That is, they can have a few pages of slides and be prepared to give a 2-4 minute high level introduction to the audience who come to your station at different times and answer any questions that they may have.
	+ Consider making a one-page handout summarizing your research to give to attendees. Make sure to include the Title of the presentation and your contact information on this handout.
* Upload a PDF version of the paper and presentation slides that will be accessible to all meeting attendees to the 2023 NCME Annual Meeting platform.
	+ Upload by April 11, 2023.
	+ The first author (i.e., presenter) will receive an email from the conference platform with instructions on how to upload documents to the Speaker Portal on the conference platform.
* Connect with other presenters in the same clustered eBoard session if needed
	+ Presenters’ emails can be found in the final PDF program: Participant Emails.
	+ Presenters can coordinate ahead of time to combine their slides into one file and set up the slides show to rotate all slides automatically.
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

**On the Day of Your In-Person Session**

* Equipment provided in the room:
	+ monitor, and
	+ a laptop hookup (HDMI).

All clustered eBoard attendees are expected to **bring their own computers**.

* Bring the following with you
	+ your **fully charged** laptop or tablet with your presentation loaded onto it. File(s) should be downloaded onto the device prior to arriving at the eBoard session
	+ an adapter that hooks your equipment to a HDMI cable if needed (no adapters will be provided)
	+ a backup copy of the electronic presentation file (or have it accessible in the cloud) in case of media failure
	+ a one-page handout if you have prepared one.
* Find the station number where your presentation is assigned. The number is located in the program before the title of your clustered eBoard. For example, if the number before your clustered eBoard session title is 089-16, your station number is 16.
* Presenters should arrive early enough to connect their device to the monitor and test it out (10-15 minutes in advance).
* Presenters should plan to stay in the eBoard room during the session to engage with session attendees.
* **Clustered eBoard presentation tips**
	+ The purpose of this new presentation format for 2023 is intended to provide a causal and informal presentation environment for presenters to interact with each other and with the audience. Presenters can coordinate with each other and be creative to make it work the best for them.
	+ Presenters within each clustered eBoard can set a time to present to each other with some more details. They can determine among themselves regarding the presentation order and start time, but we recommend each presentation take no more than 5 or 6 minutes.
	+ Each presenter can bring up their presentation on their own computer during the entire session.
	+ One presenter can hook their computer to the monitor at a time and take turns to present and discuss their papers.
	+ When not presenting to each other, presenters can show their slides on their own laptops and take turns to project their study on the big monitor one at a time.
	+ If presenters in the session have coordinated ahead of time and combined slides from all presenters into one file, you can loop through them automatically on the monitor.

# Roles of Discussants

The Discussant’s role is to provide commentary about the papers presented during the session. Individual paper sessions will have one assigned discussant.

## Prior to the Conference

* You should have received all session papers from the presenters by March 14, 2023 (Virtual) or March 29, 2023 (In-Person).
	+ If you are willing to give the presenters more time to submit their papers, please specify an acceptable alternative due date and notify the session chair and all presenters.
	+ Note that, as the discussant, you have the right to *not* provide commentary on a paper that is submitted after the specified due date.
	+ Presenters’ emails can be found in the final PDF program: Participant Emails.
* Review the papers and prepare feedback that you can share during the session. Each discussant may adopt their own perspective as to how to review the set of papers, but we recommend evaluating each paper from the perspective of the value of the research question[s] to the field, strength of the research methodology, and the interpretations/importance of the research findings, as well as the set of papers in the session as a whole (e.g., key takeaways for session attendees).
* Prepare a presentation for about 12 minutes to leave a few minutes for question.
* It is recommended that the Discussant send the presentation slides to the Chair prior to the conference start date as a backup copy.
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

## On the Day of Your Session

* Virtual:
	+ Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
	+ Once in the virtual session, please verify that your audio and video are functional and that you can share your screen.
	+ You will be sharing slides **from your own computer** for your discussion.
	+ When it is time for your discussion,
		- Please turn on your camera during your discussion.
		- Please pay attention to cues from the session chair about the time remaining.
	+ After your presentation, review the Live Q&A on the 2023 NCME Annual Meeting platform to see if the presenters or attendees asked questions about your commentary. Address the questions directly in the Live Q&A or during the Q&A time at the end of the session (time permitting) as directed by the Chair.
	+ Please plan to stay for the entire session.
* In-person:
	+ Equipment provided in the room: screen, projector, and laptop.
	+ Equipment you need to bring: a jump drive where your slides are saved.
	+ Arrive at the session at least 10 minutes before the scheduled start time.
	+ Copy your presentation slides to the provided laptop attached to the projector screen and verify all slides display properly.
	+ While presenting, please pay attention to cues from the Chair about the time remaining.
	+ Please plan to stay for the entire session as there may be time for Q&A at the end.

# Roles of Chairs

The Chair’s primary responsibilities are to ensure that the session occurs in its scheduled time slot, keep track of time during the session, and introduce each presenter by stating their name and title of presentation.

## Prior to the Conference

* Receive files
	+ For individual presentation sessions, the presenters are instructed to copy you in the email they send their papers to the Discussant.
	+ All paper presenters and the Discussant are encouraged to send their presentation slides to the Chair in advance as a backup copy.
* Connect via email with all session attendees (paper presenters and discussants) at least a week before your session to confirm:
	+ The main presenters for each paper, the logistics of the presentations and the amount of time each presenter will be allotted.
		- NOTE: For all Research Blitz sessions, presenters are only allotted five minutes.
	+ The order of presentations. The order that the papers are listed in the conference program for your session can serve as the default.
	+ A method of notifying or warning the presenters when time is winding down (e.g., 2-minute warning, 1-minute warning, time is up!). For Virtual, one option is to use the Presenter Chat box on the platform to do this. A timer counting down time until the end of the session will also be shown on the screen.
	+ Remind presenters to upload their paper and presentation slides to the conference platform if they haven’t done so. All presenters are instructed to upload their papers and presentation slides one day before the conference start date (i.e., March 27 for virtual presenters and April 11 for in-person presenters). You can confirm this by logging into the 2023 NCME Annual Meeting platform, navigating to the session, clicking Session Information, and reviewing the contents under “Abstracts/Papers”.
* Presenter and Discussant names and emails can be found in the final PDF program: Participant Emails.
* Get familiar with the 2023 NCME Annual Meeting platform
	+ For virtual session presenters, sign up for the Technical Check sessions (see details in Section ***Quick Reference***).
	+ For all presenters, attend the Office Hours with Program Chairs if needed (see details in Section ***Quick Reference***).

## On the Day of Your Session

**Virtual**

* Join the meeting from the conference platform at least 10 minutes before the scheduled start time.
* Once in the virtual session, please verify that your audio and video are functional.
* The session will automatically start at the designated time, please make sure the presenters are aware when attendees begin entering the session.
* Encourage attendees to ask questions or raise concerns through chat in “Live Q&A”.
* Introduce each presenter by stating their name and title of presentation.
* Keep track of time during the session. Make sure each main presenter finishes their presentation in the allotted time.
* Monitor Live Q&A on the 2023 NCME Annual Meeting platform for issues or concerns about session quality or experience (e.g., cannot hear the presenter, unable to see the shared screen, etc.)
* The session chair should not interrupt the presentation except for critical session quality or experience issues.
* Time permitting, facilitate a Q&A time after all presenters have finished their presentations.
* Ensure sessions do not run late as this will interfere with the setup time for the next session.
* One staff member from the conference platform provider will be present in each virtual session to provide technical support.

**In-Person**

* Arrive at the session at least 10 minutes in advance and perform the following tasks:
	+ Ensure all participants in the session arrive prior to the start of the session,
	+ Confirm their presentations are loaded on the presenter laptop and all slides display properly.
* Encourage attendees to hold questions until the Q&A at the end of the session.
* Introduce each presenter by stating their name and title of presentation.
* Keep track of time during the session. Make sure each main presenter finishes their presentation in the allotted time.
* The session chair should not interrupt the presentation except for critical session quality or experience issues.
* After all presentations are complete, lead the Q&A session (time permitting) by allowing the audience to ask questions about any of the presentations. **If you are Chair of a Research Blitz session, please note**:
	+ Research Blitz sessions are intended for the audience to have more time to ask questions either in a common Q&A session or in a breakout Q&A session.
	+ After all the presentations are done, please allow 10 minutes for a common Q&A session for the audience to ask questions about any of the presentation session.
	+ After the common Q&A session, if time permits, please allow the audience to walk up to the presenters for additional conversations by reciting the following to the audience:

“*We are now going to break up into small groups. All presenters will spread out throughout the room and we invite the audience to walk up to each presenter to engage in conversation about their research. I will announce when the session time is complete so presenters of the next session can begin preparations.”*

* Upon completion of the session, announce to those still in the room that the session has ended and the next session will begin shortly. If they wish to continue discussions, encourage them to move to the halls of the conference hotel.

# General Presentation Tips

* Consider using the 2023 NCME Annual Meeting PowerPoint template, which can be downloaded from <https://www.ncme.org/event/annual-meeting/upcoming-meeting/conferencegraphics>
* (In-Person) Make sure that you can read your slides from at least ten feet from your computer screen. If you can't read it from there, people in the back of the room won't be able to read it either. A font size of 24-point or larger is recommended.
* Use contrasting colors for the text and the background so the text will be easy to read.
* Think carefully about how you lay out information on your slides, as a common complaint from attendees is too much information on a slide.
* Avoid cluttering the slides with too much text or graphics, except as needed to illustrate a specific point. Your audience should hear what you have to say and not be distracted by a busy screen.
* Use short phrases and sentences to convey your message.
* Avoid using non-standard fonts. Standard fonts include Geneva, Times New Roman, Helvetica. Choose one font and be consistent in all slides.
* Keep text simple and easy to read by minimizing your use of different text effects such as bold, italics, underlining, or a larger font size for emphasis within a sentence.
* Use simple or no slide transitions and be consistent. Too many different slide transition effects will distract your audience from the subject of the presentation.
* If there is a video attached to your presentation, make sure that it is embedded in PowerPoint and not on your desktop. You should also arrive at your session room well in advance to confirm your video is playing properly.