



AMERICAN MEDICAL INFORMATICS ASSOCIATION

SPEAKERS' MANUAL

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Speakers

Before the meeting Audiovisual equipment

On the *Audiovisual and Computer Equipment Form*, please indicate which computer equipment you will be using, if any, along with any additional equipment you need (see list below) and return the form to AMIA by the deadline. This will help the audio/visual technicians to prepare the proper cables, switch boxes and connectors. **Please note that AMIA does not provide computers for presenters -- you must bring your own.**

The following audiovisual equipment will be available during the meeting:

Standard equipment set: *(In each room)*

- ✓ LCD computer projector
- ✓ Electronic pointer
- ✓ Screen
- ✓ Podium microphone
- ✓ Lavalier microphone

Audiovisual Equipment options: *(Available upon request)*

- ✓ Overhead projector
- ✓ 35mm slide projector
- ✓ Flip chart with markers
- ✓ ½" VCR player/monitor package

Preparing your presentation

Internet Access

Due to the logistical difficulties inherent in establishing connections and unpredictable performance characteristics of hotel Internet connections, you should NOT plan to use a live Internet connection for paper, poster or panel presentations

You should generally use off-line rather than on-line techniques to present Internet/World Wide Web displays and dialog. Thus, for presentations (including papers, panels, posters and workshops) that incorporate discussion of Internet capabilities or Web sites, speakers need to capture demonstrations and illustrations they wish to use ahead of time and use off-line means to present them, rather than using real-time, on-line connections.

Two of the most practical approaches to preparing an off-line presentation are:

- Capture the HTML source code directly from the Internet before the presentation. When viewing a web page of interest, select the **Save As ...** function from your browser. You can then save that web page on to a floppy disk or other storage media for later viewing. To display this captured HTML source code, access a browser and then select the **File Open** feature and direct the browser to the appropriate file. The browser will display the file as if

you were on line, however any links to other sites on the page will not work, as you will not be connected to the Internet. Keep in mind that any interactive web forms will not work either.

- Another alternative is to capture the screen and import it as a file into a presentation software package, such as Microsoft PowerPoint. To capture the screen in Windows or NT, press **ALT-PrintScreen** to paste the contents of the active window to the Windows Clipboard (or just **PrintScreen** to paste the contents of the entire desktop). Return to the blank PowerPoint slide and press **Control-V** or pull down the **Edit** menu and select **Paste** to paste the image from the Clipboard. The software will insert a small image of the captured screen from the web browser in the slide. Click on the image corners and drag them to fill the entire slide with the screen image. This will provide you with a static image of a web page of interest that you can display.

Preparing your slide presentation

Following are some suggestions for effective slide presentations:

- Limit each slide to one main idea. Do not include more than you will discuss.
- Use text, photos, charts, and graphics. To ensure clarity, however, avoid using all of these on one slide.
- Ensure that the entire audience can read all your slides, not just the people sitting in the front row. Generally, you can easily read slides which will project well when held up to an overhead light, while poorly legible slides require a slide viewer.
- In general, use no more than five to seven lines on one slide. More than seven words per line is usually illegible. Leave space, roughly the height of a capital letter between lines.
- ***Font sizes should range from 18 to 48 point. Use size to establish a hierarchy for headings, sub-headings, and text.***
- Choose one or two typefaces that are easy to read. Do not clutter your slide with too many fonts. We recommend sans serif typefaces.
- Use blue or gray background rather than black or white. Your text and graphics will look better and be easier to read.
- Leave blank space around charts and graphs. Text placed too close to graphs (except for labels and numbers) makes slides look cluttered.
- If you shoot photographs of typeset copy to make your slides, use a laser printer with at least 24-point Times Roman (or equivalent) typeface. For a blue background, ask the photographic shop to use a "diaz process."
- Computer-based presentations add a level of professionalism, but remember to balance animation, video, transitions, and special effects. Using "builds" to lead the audience through

a slide by exposing one point or line at a time can be effective. The previous points are still visible but displayed in a smaller font or different color. Upon reaching the last point, the audience will see and be able to review all of the points on one slide.

Preparing your 4' high by 8' wide poster presentation

- Use your poster to stimulate discussion, not to give a long presentation. You should make sure that every item on the poster is needed. Crowded, cluttered posters are hard to read and may be disregarded in favor of more eye-pleasing posters;
- Emphasize graphics (charts, graphs, and photographs);
- Include the title of the presentation in large letters, the name of the institution or organization where the work was completed, and the names of the authors centered at the top of the poster
- Include both "*Introduction*" and "*Summary of Conclusions*" sections;
- Ensure that the poster can be read easily from a distance of at least four feet. Type sizes between 24 to 32 points are best. Do not use ordinary typewritten copy or hand-written copy.
- Use blank space to highlight or offset information. Place related material (e.g. photos and accompanying text) close together and offset it with blank space;
- When choosing a background for specific slides, remember that neutral or grayish colors are easier on the eyes than bright colors. A dark background will make a dark photo seem bright, and vice-versa;
- Space your information proportionally. For example, divide your poster either horizontally or vertically into three or four sections, and place your materials within those areas;
- Provide handouts if appropriate;
- Bring your own thumbtacks, pins, tape, or other means of securing your poster to the board;
- To transport your poster to the meeting, use a mailing tube or portfolio case. Do not mail your poster to the AMIA office or to the meeting site as there will not be anyone to accept your presentation at those locations. If necessary, you may overnight your poster to yourself at the hotel. Be sure to list your arrival date and note that you are an arriving guest.

Preparing your handouts

Speakers are responsible for duplicating and bringing their own handouts if they are used (except for tutorial presentations)

When appropriate, handouts can be valuable learning tools that should provide an overview of the presentation, along with any additional information. They should not be a substitute for presentation visuals. Handouts may be data worksheets or outlines, and you should design them so attendees can take notes.

You should distribute handouts before the presentation if you want attendees to follow along (place extras in the back of the room for later arrivals). You should distribute any supporting materials at the end of the session. Avoid distributing materials during the presentation as they can create distractions, since attendees may be reading instead of listening. Either leave copies at the back of the room or give them to the room monitor for distribution at the end of your presentation.

Remember that handouts are a reflection of your presentation. You should be sure they are well designed, readable, and topic-related.

Handouts for papers, panels and theater style demonstrations

If your handouts are a summary and/or copy of your slides, let the attendees know so they are not preoccupied with note taking.

Handouts for Workshops

We strongly encourage you to prepare handout materials to augment your workshop presentation. Attendees find these materials beneficial. We recommend that you bring at least 30 to 45 copies. Workshop presenters are expected to reproduce their own handouts. You will also be responsible for getting the handouts to your workshop.

Handouts for Tutorials

- We strongly encourage you to provide handout materials and/or textbooks to augment your tutorial presentation. AMIA will provide the actual cost of a textbook or the reproduction of the handout materials *up to a maximum of \$15 per attendee*;
- If you are planning to hand out materials, please provide the complete, camera-ready package to AMIA by **October 10, 2002**. AMIA will reproduce the materials and ship them to the hotel. **If you are unable to submit your handouts by this date, you will be responsible for the reproduction, shipping, and on-site distribution of the materials at your session;**
- If you reproduce your handouts yourself, AMIA will reimburse your copying expenses up to a maximum of \$0.05 per page. You must provide a receipt or detailed bill showing number of copies, number of pages, and cost per page.
- If you plan to provide a book, please provide us with the following information by the deadline specified in the acceptance letter: book title, authors, year of publication, publisher, contact and telephone number for orders, and any other pertinent information;
- AMIA will rarely be able to make on-site copies during or immediately prior to the presentation. Please be sure your handouts are given AMIA by the October 10 deadline or made prior to the meeting and brought with you.

At the meeting

When you arrive at the meeting

When you arrive, review the *Program* and *Program Change Sheet* for changes and updates in room or time.

Before your presentation -- Speaker Ready Room

AMIA provides a Speaker Ready Room at the meeting that is equipped with a 2"x2" 35 mm slide projector, LCD projector, overhead projector, and a screen. A computer technician and staff member will be available to assist you during operating hours. Speakers may use the room to rehearse and check their presentation equipment. We strongly encourage all speakers to use the Speaker Ready Room before their presentations. See the *Program* for location and hours.

At the time of your presentation

Please arrive in your scheduled meeting room 10 minutes before your presentation. Introduce yourself to the session moderator. Familiarize yourself with the room set-up, audiovisual equipment, location of lights, and speaker area. This will allow you adequate time to work with the audiovisual and computer technicians to set up your equipment, slides, etc. Give yourself time to experiment before the presentation.

Presentations Formats and Length

Paper sessions

Sessions are typically 90 minutes long with four speakers, each giving a 15-minute talk with 5 minutes for questions. An appointed session chair (listed in the program) will moderate the session.

Panel Discussions

Panels are 90 minutes long, with 60 minutes for presentation and 30 minutes for questions and discussions. The session moderator will monitor the time and questions

Posters and Case Study Posters

Your registration packet will include an exhibit pass allowing you to enter the Poster or Case Study Poster Section of the Exhibit Hall. ***Arrive at your table 30 minutes before the start of the Poster Session to set up.***

AMIA will provide the following:

- ✓ 6' draped table and a chair
- ✓ 4' high x 8' wide poster board
- ✓ 20 AMP for electricity (*upon request*)

During the designated presentation time at least one author must be present at your assigned space to discuss the work presented. He or she should be capable of answering questions about all aspects of the presentation.

Theater Style Demonstrations

Theater-style demonstrations are 90 minutes with two presentations per session. Authors have 35 to 40 minutes to present their work, with 5 to 10 minutes for questions and answers.

Tutorials

Tutorials are 3 1/2 hours long, including a 30-minute break.

Workshops

Workshops are 2 1/2 hours long, including a 15-minute break.

AMIA strongly encourages directed, informal discussions.

Audio Taping

Speak clearly and use the microphone since we audio tape most of the sessions.

Questions

The session moderator or panel organizer will manage the question and answer session. If floor microphones are not available during the question and answer period, you should be certain to repeat the question both to ensure that you have understood it properly and so that the rest of the audience can hear it.

Session Chair

The following are useful guidelines to assist you in providing the attendee with a well managed, effectively run presentation.

Preparation

- Review the *Program* and *Program Change Sheet* for changes and updates in titles, authors, rooms, times, etc.
- Before your session, read the papers to be presented. Prepare questions for the authors. Prepare a very brief introduction of the author who will be presenting the paper or participating in a panel.

Pre-Session Introductions

- Arrive at the room at least 15 minutes prior to the beginning of the session. Introduce yourself to the presenters and the presenters to each other. Verify or obtain presenters' titles and pronunciation of their names.
- Introduce yourself to the **Room Monitor**, who will be stationed in the back of the room. The monitor is there to assist you with lighting, equipment, etc. (*See Room Monitor for a list of responsibilities*).

Explanation of rules

- Review the ground rules with the presenters. ***Explain that you must strictly enforce the time limits*** to ensure that each speaker gets an equal chance to present, and the audience has an opportunity for comments and questions.
- Paper sessions are 90 minutes long, consisting of four papers. We told each author to plan on a 15-minute presentation, with five additional minutes for questions from the audience. Allow time for introductions and a couple of questions per speaker. Thus, if a session has four speakers, you should ensure that each person takes no more than 20 minutes.
- Panels last 90 minutes. At least 30 minutes should be devoted to audience questions. The number of speakers varies; each speaker may have only 10 to 12 minutes. The most consistent criticism of panel sessions is that the panelists take up too much time and leave too little opportunity for audience participation.

Enforcement of Time Limits

- Bring a watch. Try to start the session on time - a session that starts on time, stays on time.
- To enforce time limits, prepare a sheet of paper with "five minutes remaining" written on it; pass it to the speaker at the podium. Follow this up with a two-minute warning. If you

are both moderator and speaker on a panel, ask one of the other panelists to alert you to time limits.

Audiovisual, Computer, and Technical Support

- Verify the audiovisual needs of the presenters and that the appropriate equipment is available.
- We request that presenters arrive at the meeting room at least 10 minutes before the start of their presentation to work with the AV technicians and set up their computer equipment. As the Session Chair, it is your responsibility to keep the presentation moving. If there are any technical difficulties, you should reorder the presenters and put that author at the end. Do not keep the audience waiting while people work on technical problems. If the problem is fixed in a timely manner, slip the presenter in as appropriate.

Introductions

- Give a brief introduction of your speakers (as time is at a premium). Be sure you can pronounce the name correctly, know the institution they are from or representing, and know their credentials.

Questions

- If floor microphones are not available during the question and answer period, repeat the questions asked into your microphone. Generally, you should position yourself either at the podium with the microphone (and repeat questions and comments) or instruct the speakers to use the podium and you use a lavalier microphone to move around within the audience.

Paper sessions

- For a regular paper session, there should be time for one or two questions at the end of each talk. Alert the audience to this at the beginning of the session. If there is extra time at the end of the session, ask for questions for any of the speakers. Having a session end a little early is acceptable.

Panel sessions

- For a panel session, prepare a few of your own questions. The panelists should also have thought of some questions for each other. First, ask the audience for questions. Use your own questions as you choose. Later, you might ask the panelists if they have questions they would like to ask each other or the audience.

Cancellations and No-Shows

- If a speaker does not show up for the session, keep the other speakers to their agreed-upon times and turn the discussion into a panel session for the last 20 minutes. If necessary, start with a question or two of your own.

Closing

- Close the session on time. Thank the speakers and lead a round of applause for them.

Room monitors

AMIA will have student volunteers working with the Session Chairs and Speakers to help facilitate Speaker needs.

Room monitor responsibilities include:

- Check badges;
- Distributing handouts (as necessary);
- Operating light switches and adjusting lights as requested;
- Adjusting room temperature;
- Operating slide projector (advance slides, if requested);
- Operating overhead projector (change transparencies, etc.);
- Operating computer to advance slides if no remote is available;
- Contacting AMIA staff in case of an emergency or audiovisual and/or computer equipment malfunction.