Presentation Guidelines
AMP Annual Meeting & Expo

Thank you in advance for participating at the AMP Annual Meeting & Expo. The information presented within this document is provided as a source for AMP speakers to utilize as they prepare their presentations for the Annual Meeting & Expo. The document can be used as a guide/reference but they do not include all of what is required for a successful presentation. Be sure to refer to other resources as well as the guidelines below to make the most of your presentation.

Disclosure of Conflicts of Interest

It is important and necessary for presenters with CME content/activity to disclose all relevant financial relationships with any commercial interests. A slide will automatically be displayed prior to the start of your presentation. This information will be populated from the information you submitted in the online disclosure form earlier this year.

If you have any changes to your disclosures or would like to reconfirm what information you submitted, please contact the AMP Education Department (AMPEducation@amp.org).

Presentation Template

AMP has provided a presentation template for all speakers to utilize during the Annual Meeting & Expo. We strongly encourage speakers to use the provided AMP template in order to allow for consistency and uniformity of all presentations, especially the recorded presentations that will be uploaded to AMP's Learning Management System-AMPEDucation Online (http://educate.amp.org) When developing your slides, please set-up your slides to the 16:9 **(Widescreen)** format.

Visit here to download the presentation templates.

Please note: **Social Media/ Photography Policy** share with all Meeting Attendees.

We encourage the use of social media for professional networking purposes before, during and after the AMP Annual Meeting. Attendees are also invited to share insights from presentations provided that they are respectful of the Presenter's wishes: if slides or posters indicate that photos are not permitted, attendees must refrain from taking pictures and sharing on social media. To ensure that everyone has a positive social media experience, please adhere to these guidelines:

Do:
- Follow AMP on Twitter @AMPath like us on Facebook *facebook.com/AMPathology*, and/or
- join our LinkedIn group *linkedin.com/groups/2681654*
- Use the #AMPath22 and #AMPlifier hashtags to join the conversation and get the latest
- annual meeting updates
- Post about what you discover at the meeting
- Share your knowledge and insights

- Be respectful and courteous to your colleagues
- Have fun!

Don't:
- Post inflammatory, disrespectful or otherwise inappropriate comments
- Take/share photos of slides or posters without permission
- Post copyrighted/trademarked/embargoed materials

Using the Template for New PowerPoint Presentations:
1. Download the attached template.
2. Save the template to your desktop.
3. Open the PowerPoint File to begin your new presentation.

If you have already created your PowerPoint presentation but would like to use the new AMP Template, please click here to download the instructions.

Creation of Your Presentation Slides

Before you start:
- Know your audience. The content may be the same, but you will present your findings differently to students, colleagues, collaborators, and the public.
- Determine the take home. The general rule is that no more than three points should be emphasized.
- Determine the narrative. Tell a story if you can. This provides context and is more likely to be remembered.

As you put your presentation together:
Basics
- Begin with a slide that identifies your agenda for the presentation. It helps to convey what your important speaking points will be based on.
- Do not use too many slides. Decide on an appropriate number of slides based on the time allotted for your presentation. Keep in mind time at the end for audience Q&A.
- Do not put too much information on any single slide. Try to limit the material to 6-8 lines per slide. Always minimize the number of words: Say it, do not read it.
  - Keep it simple. Design. Flow. Outline. Less is more.
- Make sure that each slide is concise, uncluttered and readable from a distance. You may include key words and phrases in order to allow for visual reinforcement.
- Proof your work.
- Use animation and other design emphasis sparingly, i.e., only to make a point. Not everything is important, but everything in the presentation should be there for a reason.

Font & Colors
- Choose a font and a font size that is readable. Italics, except where necessary, diminish readability. Sans Serif fonts such as Arial, Tahoma, and Verdana, are recommended for clarity. Use a large font (28+) that can be seen at the back of the room. (Note: Please reference the AMP Presentation Templates that have been provided.)
- Remain consistent and limit the use of multiple fonts throughout your presentation.
- Preferred font colors have been provided within the AMP Presentation Template. If you will be using your own template, use color and fonts for interest and variety, but avoid using too many as the slides may become confusing.

Layout

- Utilize the provided AMP Presentation Template for a more cohesive presentation layout. A standard template will provide for a uniform background on each slide.
- If you choose to use your own presentation template, keep the following in mind:
    - Be sure to set-up your slide to the appropriate format. You can select the appropriate format 16:9 (Widescreen) or 4:3 (Standard) based on the session type you are speaking in.
    - If you fill up the slide, the peripheral information may not make it onto the screen. This is especially true with wide-screen presentations displayed on a standard format/screen. Top and bottom content can also fall off the screen or be difficult to see in the front or back of the room.
    - Keep the same background for the entirety of your presentation.

Style (Graphs & Images) & Presentation Delivery
- Graphs and charts should be kept simple and included whenever possible- they are very useful, but only if large enough to see. Don't forget about the small print (axis labels, keys, legends, etc.)!
- A general rule is to limit tables to four rows/columns for readability. Many large tables can be displayed more effectively as a graph.
- The visuals you create should support your verbal presentation and not become the presentation itself. DO NOT read your slides to your audience!
- Use your time well, but do not rush and do not go over time. REHEARSE – especially those short talks. A good rule of thumb is one slide per minute of presentation.

At the Annual Meeting & Expo:
- Make sure that your presentation is ready to go: Make time to visit the Speaker Ready Room to preview your presentation. Instructions on how to upload your presentation into the Presentation Management System will be provided prior to AMP 2019 in Late October.
- Arrive at the session room at least 15 minutes before the start of the designated session time. Be sure to introduce yourself as a speaker to the moderators. You will find the moderators by the standing lectern/podium located at the front of the room.
- Make sure you understand the hardware and equipment in your session room. AMP session rooms will include a standing lectern/podium and microphone, table microphones for panel discussions, LCD projector, laptop computer (preloaded with your slides), and laser pointer.
- If the only microphone is fixed to the podium, be sure to speak into it.
- Thank your audience for their attention when you are done and answer questions succinctly but as completely as possible.
- Gather any materials and move along quickly to allow the next speaker to begin their presentation.
- Stay for the entire session and be available afterwards so that people can approach you with additional questions.