



2023 Northwestern States Residency Conference Presenter Guidelines



Tentative Schedule at a Glance

Friday, May 19, 2023

7:30-8:00 AM	Optional Virtual Registration Desk for Attendee, Presenters, and Facilitator Questions
8:00 AM – 5:30 PM	Resident Project Presentations

GENERAL INFORMATION

Platform

We will use the Zoom Webinar Platform. You will receive a panelist email for your presentation from the OSHP Zoom account once we have scheduled your practice time. You may download Zoom and test sharing your camera, audio and screen by using Zoom's free edition. Please register at: <https://zoom.us>

Attendees will join in listen-only mode. The Q&A feature will be used for questions and the chat feature will be for attendee interaction. Please note that several security features are being utilized to prevent unauthorized access.

PREPARING FOR YOUR PRESENTATION

Slide/PowerPoint Presentation

PowerPoint instructions:

All residents and fellows should have a backup copy of their slides available to email to the moderator or a peer in the break out room if technical issues arise during their presentation.

Presentations will be screen shared by the presenter from their own device via Zoom.

Presentation overview:

Each presentation is limited to fifteen minutes plus five minutes for questions from the audience. All presenters will use “Basic” PowerPoint. Please review the format instructions carefully.

Guidelines for Developing your PowerPoint Slides:

Format Instructions:

1. File MUST be a PowerPoint (.ppt or .pptx). Files submitted in other formats such as .pdf will be rejected.
2. File name MUST be saved as **lastnamefirstinitial.ppt** (i.e. SmithJ.ppt).
3. Slide Design
 - a. Use a PowerPoint slide template with standard fonts
 - b. Font incompatibilities are the most common problem with presentations. Non-standard templates often contain fonts not present on the presentation laptop, and your slides will not display properly.
 - c. Hyperlinks and otherwise integrated files (graphics, animation, videos, polling software, etc) are not allowed as this will cause incompatibility issues.
 - d. The slide color scheme that is easiest to read is a light background with dark lettering
 - e. Avoid using red color for any text since it is very difficult to read.

Slide Layout: Your slides must be in the following order and include:

- Slide 1 – Title Page
 - IRB status – pending, received, exempt, or not needed/no human subject data (lower left corner)
 - Presentation Title
 - Your full name
 - Positions (PGY1 Resident, PGY2 Resident, Fellow, etc)
 - Residency Program Title & Location
- Slide 2 – Disclosure Statement
 - Full name
 - Conflict of interest (stating that speaker has none if that is the case)
 - Sponsorship (that speaker received no funding to support their research)
 - Propriety information (stating that research is subject to different interpretation)
 - Educational in nature (that speaker agrees that their presentation abides by the non-commercial guidelines)
- Slide 3 – Learning Objectives

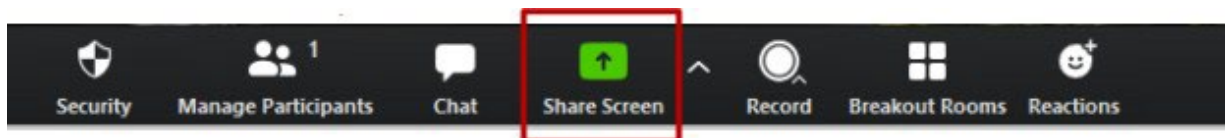
- Slide 4 – Institution
 - Institution information
 - Demographics (e.g. bed size, type of facility in relation to project)
- Slide 5 – Three Pre-Test Assessment Questions
 - Questions must relate to the objectives
 - Single best answer multiple choice preferred over True/False or Select all the apply
- Slides 6-X – Can be in any order depending on the nature of your presentation and project, may include:
 - Study Objectives
 - Research Background
 - Research Methodology
 - Research Results
 - Conclusion
 - Discussion
- Last slide – Three Post-Test Assessment Questions
 - Same as Pre-Test and now answers are reviewed

Evaluations:

All presentations will be formally evaluated. A sample evaluation form to assist in preparing the presentation is posted on the website. Knowledge of the process should eliminate some of the questions that often arise regarding style, content, and delivery. The evaluation process is designed to provide feedback to the residents and fellows about the style and content of the presentation. This information should be valuable in preparing and giving future presentations.

Sharing your Presentation

- Open Zoom
- Check that your audio and video are both on and working Have your presentations ready to be shared



- A new window will open.
- In the pop-up window, select your PowerPoint presentation and click, “Share”
- You are now sharing your screen

Other applications/Sharing Screen

For live presentations, close other applications on your computer so that notifications do not appear during your presentation, and have ready any files you wish to share. You are recommended to share the specific PowerPoint and not your desktop.

Lighting/Camera

Diffused light in front of you will usually work best to avoid shadows. Try to position your camera so that it just above your eye level. Speakers should be on camera during their presentation – check the visible background – use of a zoom background or filter may be helpful. Click on “Start Video” or “Stop Video” to turn your camera on or off.

Sound/Audio

We recommend using a headset and/or microphone as it will lead to better sound quality than using your computer audio. Turn off all sound notifications on all your devices.

Internet/Bandwidth

It is recommended to use hardwired internet, using an Ethernet cable to connect. This helps reduce the variability of Wi-Fi strength.

Presentation/Clothing

Darker color shirts/blouses appear better on camera. Try to avoid busy plaid or patterned outfits.

LIVE VIRTUAL SESSION

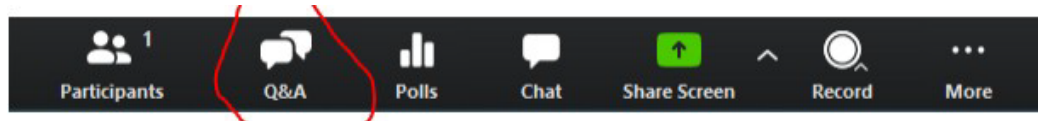
As noted above, the live virtual meeting and webinar sessions are conducted in real-time without any pre-recorded portions of any of the presentations. The live virtual session may contain oral presentations, slide presentations, panel discussion and attendee interaction using polling and/or Q&A.

- We ask that you join your session by the start of the presentation ahead of you, or 5 minutes before your start time if you are the first scheduled presentation for your track session hour. This is to ensure your audio and video connection.
- In preparation for the meeting, please download the test via the Zoom Test site (<https://zoom.us/test>). For the best experience, please use your webcam and test your audio.
- When you are presenting live, you will “Share” your screen or document.
- **A moderator will be assigned to each session to assist with introductions and Q&A.** A Q&A chat box will be available for attendees during the presentation.

CONNECTING WITH ATTENDEES

Zoom Session Q&A

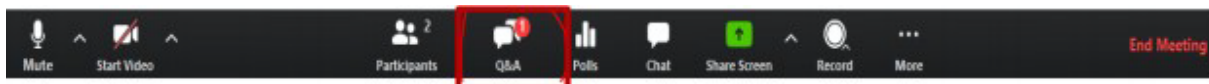
Q&A will be managed through the Zoom platform. Each presenter should allow for 5 minutes at the end of their session for audience Q&A. A total of 15 minutes of presentation followed by 5 minutes for questions for a 20 minute time slot. **A moderator will be assigned to your session to assist with introductions and Q&A.** The moderator for your presentation will ask the questions at the end of the presentation for you to answer. We encourage questions to be answered verbally with a brief repeat of the question so that they are captured on the video recording. Attendees can ask questions by clicking on the Q&A icon.



A Pop-Up window will appear for the attendee to type in a question

A screenshot of the 'Question and Answer' pop-up window. At the top, it says 'You 04:35 PM' and 'When is the next session?'. Below this is a large text input area. At the bottom, there is a smaller text input field with the placeholder 'Type your question here...' and a checkbox labeled 'Send anonymously'.

As a presenter you will see an indicator over the Q&A icon indicating the number of questions.



Question and Answer

Open (4)

Answered

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Annette Williams 01:21 PM

How long h.t>eyou n inHEOR?

Answer live

Type answer

Alexis Jackson 01:21 PM

Wt.ft d;,yis it?

Answer live

Type answer

Paige Laurence 01:21 PM

How ateyou doingtoday?

Answer live

Type answer

Annette Williams 01:22 PM

WIM!tis th d iftt tll C bNwttopllli L!!ndpayer?

A-

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Answer live - this will cue the question to be answered live on air.

Type answer: panel ists will have the opportunity to type in an answer that will not be discussed live on air.

Dismiss answer: In case a question that does not pertain to the subject appears, you can dismiss the quest ion