

American Diabetes Association Scientific Sessions Oral Abstract Presentation Guidelines

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Overview

Congratulations on having your abstract selected for an oral presentation at the American Diabetes Association's 84th Scientific Sessions, June 21-24, 2024, in Orlando, Florida. Your abstract will be presented at the meeting and published online on the journal *Diabetes*® [website](#).

The date and time of the oral abstract session in which you will be presenting is included in your abstract notification e-mail. Your presentation has been allotted 15 minutes. You should plan for a 10-minute presentation, with the remaining 5 minutes reserved for questions from the audience.

Review the following guidelines to ensure a successful oral abstract presentation.

Registration

Abstract presenters must register for Scientific Sessions and pay the in-person registration fee.

Presenters are required to attend in-person to make their presentations. There is not an option to present virtually. For more information on registration and housing, visit the [Scientific Sessions website](#).

Prior to the Meeting

Change of Presenting Author: If you are unable to attend the Scientific Sessions, it is your responsibility to assign a co-author and inform the ADA. The presenter must be a co-author listed on the abstract at the time of submission. To make a presenting author change, e-mail abstracts@diabetes.org with the name and e-mail address of the new presenting author, along with the abstract presentation number. Enter "Change of Presenting Author" in the subject line of the e-mail.

Uploading Presentation Slides

Invited speakers and oral presenters will receive an e-mail in May with instructions on uploading their presentations through the Association's Presentation Management System website. Although the site will remain open for the duration of the meeting, we strongly recommend you upload your presentation in advance.

Arriving at the Convention Center

Oral presenters **must first visit General Registration** to receive your meeting badge and materials. Once you have received your materials, proceed to the Speaker Ready Room (Room W205), to sit for a photo, upload/view your presentation, and receive any last-minute administrative details from ADA staff.

Speaker Ready Room

All oral presenters must visit the Speaker Ready Room (Room W205) at least 2-hours in advance of their presentation to review and approve their presentation, regardless of whether the presentation was uploaded in advance. If you did not upload your presentation in advance, your presentation can be brought to the Speaker Ready Room in the following format: **USB Flash Drive**.

The Speaker Ready Room will be equipped with computers configured with identical hardware and software as those in the session rooms. This will allow you to preview your presentation (the same way it will project when you present), identify problems, or make necessary updates prior to your scheduled presentation. Technicians will be available to assist you with any compatibility or formatting issues if needed.

Once you have viewed your presentation and made any updates, your presentation will be uploaded to a secure, central server and sent electronically to the meeting room in which you are presenting.

All presentations must be uploaded into the Presentation Management System.

In addition, two areas within the Speaker Ready Room will be available to presenters to practice their presentations. Presenters will be able to reserve these areas in 30-minute increments. A sign-up sheet will be available at the Information Desk in the Speaker Ready Room. **Note:** Scheduling is on a first-come, first-served basis.

Denise O'Brien, Associate Director, Convention Program Operations, will be your onsite contact and will be in the Speaker Ready Room beginning on Thursday, June 20 at 12:00 p.m. If you experience any problems or have any concerns, please contact Denise via e-mail at dobrien@diabetes.org.

Speaker Ready Room Hours	
Thursday, June 20	12:00 p.m. - 7:00 p.m.
Friday, June 21	8:00 a.m. - 6:30 p.m.
Saturday, June 22	6:30 a.m. - 6:00 p.m.
Sunday, June 23	6:30 a.m. - 6:00 p.m.
Monday, June 24	6:30 a.m. - 4:30 p.m.

Developing Presentation Slides

Please keep in mind the following when developing your presentation slides.

- Commercial logos and marketing messages **are prohibited**.
- Make slides as simple as possible with regard to the amount of information presented and the level of fanciness.
- No more than 7 lines per slide.
- List the main point on each bullet, then expand on it verbally.
- A good rule of thumb to aim for is one slide per minute.
- Minimize movement and audio if it detracts from your message.
- Do not include material you will not discuss.

Presentation Slide Design

- Design your presentation slides such that they are visible from the back of the room and readily comprehensible.
- Presentations will be projected in a 16:9 format.
- Only single projection will be available in session rooms.
- The LCD projectors used in session rooms have a limited range of colors—avoid red or dark green on blue, and avoid yellow on white.
- Enhance the legibility of text and diagrams by maintaining color and intensity contrast.
- Use white or light-yellow text and lines on black or dark blue backgrounds, and use darker colors on white or light backgrounds.
- Use standard fonts, such as Times, Helvetica, or Arial.
- A font size of **32 is ideal**.
- A font size of **28 is also easy to see**.
- A font size of **24 is acceptable**.
- Anything smaller will be difficult to see from the back of a large room.

Accreditation Requirements

As an accredited activity, the ADA must ensure that all content is free of commercial bias and influence. Please note the following standards according to the Accreditation Council for Continuing Medical Education (ACCME) and ensure that your presentation is in compliance:

- Educational materials that are part of a CME activity cannot contain any advertising, trade name, or product-group message.
- When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. In addition, should your presentation include discussion of any unlabeled or investigational use of commercial product, you are required to disclose this at the time of presentation.

Disclosure/Non-Disclosure Slide

To remain in compliance with accrediting board requirements, all speakers **must include** a slide which lists their disclosures or a slide which indicates there are no relationships that require disclosure (see below). The intent of this disclosure is not to prevent a presenter from being involved in the activity, but rather to provide participants with information on which they can make their own judgments. To comply with this policy, **the first slide following the title slide of your presentation must list your name and disclosures.**

To give the audience time to review your disclosures, please allow the slide to stay up on the screen for a minimum of **6 seconds** before you begin your presentation.

Sample slide for speakers with disclosures.

<p style="text-align: center;">Presenter Disclosure</p> <p style="text-align: center;">[Name of Presenter]</p> <p>Type of support–Categories [Examples shown below]</p> <p>Advisory Panel:</p> <p>Board Member:</p> <p>Consultant:</p> <p>Employee:</p> <p>Other:</p> <p>Research Support:</p> <p>Stock/Shareholder:</p>
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Sample slide for speakers without disclosures.

<p>Presenter Disclosure</p> <p>[Name of Presenter]</p> <p>Disclosed no conflict of interest.</p>

Photography/Social Media Policy

- **Photography:** Allowing photographs of presentation slides at the Scientific Sessions will be at the discretion of the presenter/study author. Each presenter/study author will announce, verbally and visually on a slide at the beginning of their presentation, whether or not he/she approves of photos being taken of his/her slides. If allowed, attendees may take photographs during presentations provided that the photographs are for personal, non-commercial use and are not for publication or rebroadcast without the express written permission of the author. Attendees are prohibited from using flash photography or otherwise distracting the presenters or members of the audience.
- ADA plans to post certain slides through social media if you do not want your slides or presentation posted you need to be sure to include a slide that says “**Photos cannot be taken of slides in this presentation**”
- **Social Media:** The ADA encourages the use of social media, when following the above photo policy and within embargo restrictions, to update followers on the latest news coming from the Scientific Sessions.

To engage on social media be sure to use the official meeting hashtag, **#ADASciSessions**, in all of your posts. You can also follow these channels for meeting updates:

- Twitter: @ADA_DiabetesPro and @AmDiabetesAssn
- Facebook: @DiabetesPro and @AmericanDiabetesAssociation
- Instagram: @AmDiabetesAssn

Below are some options to assist you when presenting your slides. The first option is for presenters who do not approve of photos being taken of their presentation. Please show this slide at the beginning of your presentation.



Another option is to copy and paste the no photography image below on any or all of your presentation slides that you do not want photos taken of. If our media personnel see a slide posted on any social media site with this icon, they will contact the individual who posted it and ask them to remove it.



The following option is for speakers who approve of photos being taken of their presentation. Please show this slide at the beginning of your presentation.

PHOTOGRAPHY ALLOWED

YOU MAY take photos of this presentation.

Please be considerate of others in the session.

Arriving at Your Session Room

- Please arrive at your designated session room **10 minutes** prior to the start of the session.
- ADA will have program assistants (“Red Shirts”) assigned to each room. Please check in with the Red Shirt at the front of the room to let them know you have arrived. Red Shirts will give you a brief “refresher” on the use of the AV equipment. Red Shirts will also have radio contact with the Speaker Ready Room and AV technicians if assistance is needed.
- All sessions will have a session chair. Before the start of the session, the Red Shirt assigned to your room will introduce you to the session chair. Session chairs will introduce each speaker, announce any “housekeeping” items, help keep you on time with your presentation, and facilitate questions from the audience.

Session Room Equipment

Each session room is equipped with the following (depending on room size):

- Laptop computer.
- Standing lectern with microphone.
- Confidence monitor.
- Projection screen(s).
- LCD projector(s).
- Moderator microphone(s).
- Audience microphones.
- Speaker timer.

Livestream

Some of the Oral Sessions have been chosen to be livestreamed during the timeslot. If your session is going to be livestreamed, it will say in the session title (ex: (Includes Livestream)). Livestreaming equipment will be set up in the room in addition to the equipment mentioned in the above section.

*Changes to which sessions will be livestreamed may occur without notice.

Delivering Your Presentation

We realize that not everyone is comfortable speaking in front of an audience, especially when the audience is a group of your peers. Below are some helpful tips to assist you in a successful oral abstract presentation.

- Adjust the microphone (if needed) before giving your presentation.
- Do not handle the microphone while speaking.
- Speak directly into the microphone using an adequate speaking level.
- Articulate every word.
- Do not speak with too many words in one breath.
- Have water available (water will be available at the podium).

Presentation Language

All presentations are in English. If you require assistance answering questions in English, please arrange to have a member of your research team assist you during the question and discussion period.

Fielding Audience Questions

An important part of each educational session is the opportunity for questions and discussion. Time has been built in to each session to allow this type of interaction between presenters and the audience.

On-Site Media Requests

Speakers are urged to check their voicemail for messages from the media, and to contact the Press Office immediately if they receive an interview request. ADA Press Office staff will arrange for all interviews and news conferences pertaining to the Scientific Sessions. All questions regarding interviews and/or Press Office operations should be directed to SciSessionsPress@diabetes.org.

Abstract Embargo Policy

All meeting attendees, members of the media, companies, institutions, organizations, universities, investment advisors, and all other individuals are required to abide by the embargo policy governing the American Diabetes Association's (ADA's) 84th Scientific Sessions.

An embargo means that information from any abstract or presentation is confidential and may not be announced, publicized, or distributed before the embargo date and time. This policy applies to all formats of release, including the Scientific Sessions online itinerary planner, meeting app, Abstracts on USB, abstracts available online via the ADA's website, and any other distribution method.

The purpose of the embargo policy is to protect the scientific integrity of the abstract submissions presented at the ADA's Scientific Sessions. All submissions are to be considered preliminary until the time of presentation or authorized for public release. Violation of the embargo policy by release of information contained in any abstract prior to its embargoed date and time will result in the individual, as well as the employer/affiliated company, institution, organization, etc., being removed from ADA's 84th Scientific Sessions, with a two-year ban on returning.

Prior Publication:

If the accepted abstract is also submitted as a manuscript for publication, authors are responsible for coordinating a publication date that abides by the ADA's embargo policy. If publication occurs online or in print before the specific embargo date and time set by the ADA, the abstract must be withdrawn. Notify the ADA via e-mail at abstracts@diabetes.org.

Specific Embargo Dates and Times:***Oral Presentations:**

Abstracts selected for oral presentation are embargoed from the time of submission until the scheduled start of their presentation at the 84th Scientific Sessions. The ADA reserves the right to adjust the embargo as needed.

***Poster Presentations:**

Abstracts selected for poster presentation are embargoed from the time of submission until Friday, June 21, 2024 at 6:30 p.m. ET. The ADA reserves the right to adjust the embargo as needed.

Published Only:

Abstracts selected for Published Only are embargoed from the time of submission until Friday, June 21, 2024 at 10:30 a.m. ET.

Regular and Late Breaking Abstract Availability:

Embargoed text of abstracts will be made available online on Friday, June 14th, 2024 **Note:** The abstract embargo still applies; however, abstracts are made available to attendees to assist in creating their itineraries for the meeting. **Not all abstracts will be available to view as some will follow the Press Program Abstract Availability timeline (see below).*

ADA's 84th Scientific Sessions Press Program Abstract Availability:

Full text of abstracts selected for the ADA's official 84th Scientific Sessions Press Program will be made available at the following times:

*** Poster Presentations:** Full text of abstracts will be released on Friday, June 21 at 6:30 p.m. ET.

*** Oral Presentations:** Full text of abstracts will be released at the start time of the oral presentation at the 84th Scientific Sessions.

Please contact the ADA Press Office if you have any questions at press@diabetes.org.

Contact the ADA

If you have any questions regarding your oral presentation, contact the American Diabetes Association at abstracts@diabetes.org.