

**Society for Prevention Research**  
**Instructions for Organized Paper Symposium, Organized Team Science**  
**Panel, and Individual Papers**

*These instructions apply to both organized paper symposia,  
organized team science panels, and sessions comprised of  
three individual papers.*

Schedule

When you arrive on-site please check the speaker icon in the conference mobile APP to confirm the schedule of your presentation time block and the room assignment. Try to be in your presentation room 10 minutes prior to the starting time. You are expected to be present for the entire 90 minute session.

AV Equipment, WIFI and Internet

LCDs are standard in each meeting room. Presenters are asked to bring their own laptops or plan to share with another presenter. All other AV requests required advance approval. If you use a MAC it is a good idea to bring an adapter to connect with the LCD.

Virtual Presenters

We understand that one or more of your co-presenting authors may be unable to attend the conference in person. Meeting rooms will have WIFI. This is a "DIY" set-up. You must use your own Zoom or other meeting program to "Zoom-in" a co-presenter. Registration is required of all presenters.

Presentation Length

Each session is 90 minutes in length. In light of many members' requests, we are making a special effort to reserve time at the end of each session for discussion and participation from the audience members. This requires all presenters to keep within their time limit. We know the available time will seem too short to most of us, but please help your session chair by keeping to the time limit (15 - 20 minutes per presentation is typical.)

Conflict of Interest Statement

When applicable all presenters should include his/her conflict of interest disclosure statement in his/her presentation either orally or within the first slide.

Contact Information

We request presenting authors to provide their contact information on the opening/closing slide. We encourage participants to contact presenting authors.

Slide Instructions for Oral Presentations

Clarity of Power Point slides is vital for a successful scientific presentation. Following is a quick summary of the guidelines to make your slide presentation effective, successful, and enjoyable:

- Keep to one idea per slide
- Use phrases rather than complete sentences.
- Use only six to seven words per line, totaling no more than 40 characters.
- Use no more than 6 to 7 lines of printing per slide, with a blank line in between each, totally no more than 15 typewritten lines.
- Use at least an 18-point font size.
- Simplify graphics and do not over-reduce artwork.
- Use easy-to-read colors, such as white or yellow on a blue background.
- Double check your message: It should be easily grasped in 30 to 40 seconds.

Chair role for symposia, team science panel, and Volunteer Chair for grouped paper sessions

Arrive a few minutes early to introduce yourself to the presenters especially if you are a volunteer chair for a grouped paper session. Introduce the session with a few sentences on the significance of the panel topic. Introduce each presenter by name and talk title (unless they prefer to introduce themselves). Facilitate time keeping for each talk. Leave at least 10 minutes at the end of each paper or 30 minutes at the end of all three talks for discussion. At the end of the talks, thank the speakers and open the floor up for questions, consider preparing several starter questions to get a discussion going after the presentations. Facilitate the question time by helping the presenters to notice who has a question and keeping a track of who is next in line with a question if there are multiple hands raised etc.