Academy of Laser Dentistry's Annual Conference
PRESENTER GUIDELINES

The following information is intended for speakers who wish to present at the ALD Conference in Orlando. A declaration indicating that you have read and agree to these Guidelines is required as part of the abstract submission process.

Facilities
The general session room will be equipped with the following equipment:
- High-resolution, front-projection LCD projector with remote control (operated by presenter)
- Screen (16 x 9 feet)
- Podium-mounted microphone
- Wireless lavaliere microphone
- Provisions for computer audio and embedded video within the PowerPoint or Keynote
- Lighted pointer
- Wireless handheld microphones for audience use
- Dual projectors and screens may be available

Each breakout session room will be equipped with:
- Screen
- LCD projector
- Audio speakers are NOT provided in breakout rooms.

If your presentation requires additional equipment, you will be responsible for the labor and equipment charges. You may not bring other equipment from an outside source unless it is cleared with the Academy of Laser Dentistry office prior to the start of the meeting. Notify ALD in advance of any special audiovisual (AV) requirements (such as an Elmo visualizer or unique video or if your presentation requires additional audio) or if you plan to use a tablet-type device. Advance approval from ALD is necessary for such provisions. Please contact ALD with any questions regarding your AV needs. Do not contact the on-site AV equipment provider directly.

Speaker Preview Technical Check (MANDATORY)
All presenters must meet briefly before their presentation day with ALD’s Speaker Coordinator and audiovisual technician. A designated Speaker Ready Room will be open each day Wednesday through Saturday with designated times for AV technicians and ALD’s Speaker Coordinator. This is a required technology check to prevent problems in advance. Once you have completed the technology check on-site, do not modify your presentation.

ORAL PRESENTATION INFORMATION – VERY IMPORTANT

Presentation Media - READ THIS ENTIRELY
- You may present from your laptop or you may bring your PowerPoint or Keynote presentation to the conference on a USB flash drive. Notify ALD if you have computer audio, embedded video, or other special AV effects within your presentation. You will be able to make changes to your presentation up to the time of your Speaker Preview Technology Check. Please also back up your presentation on a second flash drive and transport it in a separate piece of luggage. You
must bring your laptop computer for presentations that is NOT in the General Session.

- In the General Sessions, to create a smooth transition between speakers, your presentation will be loaded onto the AV tech’s computer and you will be given a slide advancer. When the speaker before you is finished, a title slide with your biography and disclosure will appear on the screen as you make your way to the lectern. Oral introductions will be very brief because your photo, biography, and disclosure will be up on the screens. Your presentation will start on time, eliminating the typical wait time as one speaker leaves and another approaches. By eliminating the need for laptops, the goal is to create a professionally orchestrated transition, limiting any computer glitches.

- For Breakout Rooms, each speaker must bring his or her own laptop computer and power adapter. Be sure to allow the audiovisual technician to hook up your computer and preview your presentation to help ensure compatibility with the projector that is going to be used. This must be done before your designated presentation day. For MAC users, please also bring your DVI-RGB adapter. All laptops must have a VGA female output. If your computer has only digital output, or if you are using a MAC, you will need to bring appropriate adapters to provide VGA 15-pin female output. Be sure to bring any power cords, power adapters, and devices that you will need to operate your computer.

Guidelines for Oral Presentations

- The moderator will hold you to your assigned presentation time. Rehearse your presentation prior to the meeting to ascertain that the time is not exceeded. Your presentation will be shut down if you attempt to extend beyond your allotted time as it is unfair to the next presenter.

- Cover the same material as the abstract that was submitted and accepted by the Scientific Sessions Committee and reported in the conference program.

- The following recommendations should assist in keeping to allotted timing and allow for a few minutes of Q & A at the end of your scheduled time. In general, speakers should not have as many slides as minutes to speak; for presentations with video, consider eliminating a slide for each minute of video:
  - For 45 minutes, limit slides to 30 slides
  - For 60 minutes, limit slides to 45 slides
  - For 90 minutes, limit slides to 65-70 slides
  - For 120 minutes, limit slides to 90-95

- Give an opening statement to acquaint the audience with the nature and purpose of the presentation.

- Briefly describe procedures and materials. Define all trade names first, and then use generic names throughout. All compounds and drugs must be identified.

- If a Scientific Abstract, ALLOCATE MOST OF THE PRESENTATION TIME TO THE RESULTS OF THE STUDY. State the results simply and clearly so that significant facts can be readily identified, and conclude the presentation with a summary of the essential results you believe were demonstrated by the experimental data. Identify the sponsor of any research.

- Please be sure to be present in the session room for the discussion period(s), if scheduled.
Without proper use of the microphone, the audience will not hear you and when we are recording the camera operator will not be able to record your audio. If you are using a lavalier/ lapel microphone, clip the microphone “knot high” on the side closest to the screen. As you turn your head toward the screen, slightly turn your upper body so that the microphone travels with your head. If you use the podium microphone, adjust it to the proper height and keep speaking into the microphone even when turning your head.

**Panel Discussion for General Session Presentations**

After your presentation, please remain in the lecture hall to listen to other speakers in your assigned module so that you will be prepared to comment during the discussion. Be near the front of the lecture hall 5 minutes before your panel discussion is scheduled to begin, so you can be seated at the table when called.

**Biography and Disclosure Slides Will Be Provided to You**

Within 30 days of the meeting, speakers will receive a personalized biography and disclosure slide set. This will give a uniform look to each presentation, minimize introductory remarks, and allow more time for your presentation. All presenters are required to disclose any financial, proprietary, professional, or other personal interests. Financial disclosure includes any funding or support you receive from a company whose product(s) you are discussing. For more information, refer to ALD’s Guidelines for Commercial Support & Conflict of Interest. Your abstract, biography, and disclosure information will be printed in the conference program (the Academy reserves the right to edit where appropriate). Please note that any change in presentation content or audiovisual needs from what you specified in your abstract submission must be cleared through the General & Scientific Sessions Committee prior to the conference.

**Handouts**

Although your abstract, biography, and disclosure will be included in the Conference Program, we recommend all presenters provide their own detailed handouts for attendees. All handouts must be educational in nature and not sales-oriented. Handouts must be provided in PDF format and will be provided online for easy download or printing to suit the attendees’ needs. Please submit one electronic copy of your handout to the ALD office for approval by March 1. **Limit the size of your handout file to no fewer than 6 slides per page and no greater than 5 MB to ensure easy download on multiple devices. Do not send your entire presentation. Please send only PDF files of your handout material as stipulated above.**

**PowerPoint Design Tips and Techniques**

1. It is the Academy of Laser Dentistry’s policy that professional dental practice and corporate logos, if used at all, should be used only once, and placed on the slide following the disclosure. ALD will provide you with a biography and disclosure slide; please ensure these are placed at the beginning of your presentation.

2. Design your slides to enable the audience in the back row to see and understand. Remember the **1:6 Audio Visual Rule**: Take an 8-1/2 x 11 paper “hard copy” of your proposed slide, measure the width, multiply the width by six (6), then stand THAT distance from your proposed visual. **If you can't read it at that distance, your audience won't be able to either.**

3. Plan your slides for good visual pace. Limit each slide to one main idea. Spend at least several seconds on each slide. If you feel the need to flash by a slide quickly, delete it from the presentation.

4. Design slides specifically for your oral presentation. Slides taken from a book or publication usually are ineffective and not legible.
5. Avoid using more than 5 to 7 words per line and 5 to 8 lines of type per slide.
6. It is recommended that you use sans serif typefaces (such as Arial) for ease of reading. Minimize use of all capital letters, as lower case letters are more legible. Use dark colors for the background and light colors for text and graphics. Vary the point size according to relative importance of information, generally ranging from 20 to 44 point. Avoid using more than three font sizes per slide.
7. If you use graphs or charts, keep them simple. Limit pie charts to 7 wedges and place labels outside the pie. Use line graphs to show trends or changing relationships. Limit line graphs to 2 or 3 lines and label the lines directly, rather than using legends. Keep scales simple, and label the axes. Use bar charts to compare values, and limit bar graphs to 7 bars to avoid crowding. Limit the amount of words in all graphics.
8. Resist the temptation to animate the text from the side of the frame as the audience cannot read it while it is moving.
9. Use a single transition mode (e.g., dissolve) between each slide and keep it consistent throughout the presentation.
10. Use duplicate slides to refer to the same slide at different times during your talk. It is impractical to search for and re-show your slides.
11. Keep in mind the colors on your computer monitor are more distinct than on the electronic projector. Contrast also tends to be higher on your computer monitor.
12. Printing your color presentation on a grey-scale printer can identify problems with contrast when the presentation is projected.
13. Prepare slides that support and supplement what you are saying. Do not read the slide text to the audience.

Other Requirements and Recommendations
1. Ensure your presentation corresponds to your published abstract.
2. The General and Scientific sessions are intended to be educational, not commercial or self-promotional. Separately identified opportunities for commercial presentations are available.
3. Identify sponsors of your presentation or research, if applicable.
4. Limit your amount of material and number of case studies to ensure you can comfortably fit within your allotted time. Generally, no more than 1 to 3 cases are appropriate.
5. Refrain from personal or editorial comments during your presentation.
6. Rehearse your presentation in front of friends and colleagues. To get a realistic sense of timing, speak in rehearsal as you would during your actual presentation. Do not rehearse simply by reading from a paper. Speaking always takes longer than reading.
7. Fine-tune your timing.
8. Before your presentation day begins, familiarize yourself with the podium, microphone, and remote control.
9. Sit in the front row near the lectern and move to the podium when you are introduced. The moderator will attach the microphone to your lapel. A podium microphone is also provided as back-up.
10. Begin by thanking your moderator.
11. Avoid phrases like “this slide shows” or “on this slide.” Talk about the material on the slide.
12. If you use a laser pointer, turn it on, point it toward the screen to emphasize a key item, and then turn it off. Do not wave it around the slide as this is distracting to the audience. Do not read with the pointer. Hold the pointer as steady as possible, using the podium as a rest if necessary.

13. Conclude by saying “thank you.”

**Registration and Expenses**
As a reminder, all speakers are expected to register for the conference and cover their own travel and lodging expenses. We are unable to offer any honoraria.

**Hotel Reservations**
Hotel reservations may be made online at ALD’s conference [website](#) with appropriate ALD group codes and direct links to the hotel reservations site. Or, you may contact the hotel directly. Ask for Group Reservations and mention the Academy of Laser Dentistry.

**Attire**
Presenters should wear business attire for the lecture, since presentations may be videotaped as a permanent record of the conference. Dress is resort casual for all conference events except the President’s Friday Night Event, where a themed attire is requested.

**Ribbons**
Please place your Speaker ribbon on your badge throughout the meeting to identify yourself as a speaker.

*The Academy thanks you for sharing your expertise and knowledge with the Academy members.*

*The preceding guidelines are adapted from the International Association for Dental Research and other sources.*