

# Concurrent Breakout Session Presentation Guidelines

Oral sessions provide an opportunity for speakers to present their findings/papers or projects in a formal setting. Presenters can expect to have approximately 25 minutes allocated for their presentation and 5 minutes for Q&A.

## NPHA Presenter Policy

- Presenters must be individual members of NPHA to present
- Presenters, session organizers and moderators must register for the meeting. Additional information about the agenda, registration, location and lodging can be found here: [Conference Information](#)
- All presenters must be registered by the Early Registration Deadline (August 5, 2022)
- Speakers who fail to show up for their scheduled presentations without previously notifying the program planner of cancellation will not be permitted to present papers or posters at any NPHA-sponsored meeting for two years following the "no-show."

## Presentation Details

- Concurrent breakout sessions are scheduled for day 1 or day 2 of the conference.
- Using PowerPoint is recommended for all oral presentations.
- A laptop and remote mouse will be provided. Internet may be unreliable, so please bring a copy of your presentation on a USB drive.
- If you have sound or video to accompany your presentation, please let the conference organizers know prior to the conference.
- Plan to arrive to the session 15 minutes prior to the session start time in order to troubleshoot any technical issues.
- A moderator will be present in the room to assist you and to keep the session on time.
- A copy of the abstract that you submitted will be included in the conference mobile app. You will have the opportunity to make edits to your abstract. You will receive a link notifying you that the system is open for edits.
- This year, we are requesting that all breakout presenters incorporate opportunities for interactive discussions, creative and dynamic visual presentations (e.g. polling), focusing on each topic's relevance to today's public health practitioner. Session moderators may request that session learning outcomes be modified to focus on this relevance to practice. Moderators will be in touch with you as the conference nears. Please be prepared to provide updated learning outcomes and modifications to your presentation based on this request.

## Handouts

- Presenters who wish to provide handouts to accompany their presentation will be able to upload PDF documents to the mobile app.
- A copy of the presentation abstract and presenter information will be provided in the mobile app.

## Presentation Tips

- Give an opening statement to acquaint the audience with the nature and purpose of the research.
- Discuss the same material as reported in the abstract.
- Rehearse your presentation beforehand, timing it. Remember that PowerPoint slides add seconds to the talk.
- Stay within your allotted time to assure that all presenters have equal time on the program and allow the audience the opportunity to ask questions.
- Know what to omit if you start to go over your allotted time. Session moderators will hold you to the allotted time.